Use of the Makerspace/NOW Lab

The Goodnow Library provides a Makerspace, known as the Sara Sherman NOW Lab, to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. A NOW Lab is a community space where people of all ages can build things, learn and teach new skills, and gain access to traditional and cutting-edge tools and technology.

The use of the Goodnow Library NOW Lab is governed by the following policies.

1. Patrons wishing to use the NOW Lab, or any equipment contained within it, must be certified competent to use the equipment, and must read and sign a waiver, including acknowledgement of the receipt of this policy, before they may use it.

2. To become certified on the equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.

3. The NOW Lab may be used only for lawful purposes. The Goodnow Library reserves the right to halt, delete, or disallow the creation of items that violate Goodnow Library policies, including the creation of weapons, obscene materials, or illegal items. The public is prohibited from using the NOW Lab equipment to create material that is:

   a. Prohibited by local, state, or federal law.

   b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).

   c. In violation of another's intellectual property rights. The Library upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). Goodnow Library reserves the right to deny access to reproducing equipment, including 3D printers, CNC machine and laser cutter, if, in its judgment, use of such equipment would involve violation of copyright, patent or other state or federal laws.

4. Patrons will not modify the NOW Lab's hardware or software, or install new programs onto the computers.

5. The Library reserves the right to deny NOW Lab access if a patron violates any part of the NOW Lab policy or state or federal law, or for any other misuse or damage of the space, as determined by Library staff.

6. Patrons aged 13 and up may use the NOW Lab independently. Patrons aged 12 and under may only use the NOW Lab if supervised by an adult at all times.

7. Patrons must have a current Minuteman Library Network card to use the NOW Lab. Equipment certification(s) will be noted on the patron's library record.

8. The NOW Lab will be open during posted hours and during other hours by appointment. The door to the NOW Lab will be locked when not in use.

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9. Once a patron is trained in how to use NOW Lab equipment, he/she may use it independently, in the presence of a staff or volunteer monitor.

10. NOW Lab tools and devices are free to use. The Library is only able to provide free consumable materials on a limited basis. There will be a fee for all other materials.

11. Patrons may bring their own materials to use with NOW Lab equipment if they wish. When doing so, patrons should show the material to Library staff/volunteers before using it so they can make sure it can be used safely with that particular piece of equipment.

12. NOW Lab equipment may not be left unattended while it is in use; a patron aged 13 and older must stay with it at all times.

13. When reserving the NOW Lab or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the NOW Lab room or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.

14. The NOW Lab will be closed and locked 10 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.

15. If the NOW Lab or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee for such costs.

16. No food is allowed in the NOW Lab. Covered drinks are permissible.

17. If NOW Lab tools or equipment break, or if any accidents occur while using the NOW Lab, let Library staff know immediately.

18. Follow all safety guidelines and exercise caution with all NOW Lab equipment.

19. The Library is not responsible for any injuries caused by improper use of equipment.

20. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on their own external storage device.

21. The Library is not responsible if a project is destroyed, does not print correctly or does not work. The patron understands that Goodnow Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied by Goodnow Library.

22. Be respectful of other patrons, and do not disrupt someone's work. Be sure to clean your work area and all equipment before leaving.

23. When using materials the Library has provided, be careful not to waste them. Use only as much as you need, and leave the remainder in a condition that other people may use.

24. The Library's Acceptable Behavior and Use of Library Facilities policies apply to the use of the NOW Lab.