

# CRANBERRY PUBLIC LIBRARY

**Policy Number:** 300

**Policy Name:** The Forge at Cranberry Public Library Usage Guidelines

**Effective Date:** February 17, 2020

**Revision Date:**

Makers in *The Forge at Cranberry Library (The Forge)* must observe the library's policies and the additional guidelines and responsibilities listed here.

- The use of equipment for the manufacture or repair of any dangerous equipment or devices, including, but not limited to, firearms, explosives, and weapons is strictly prohibited.
- The use of equipment in violation of state or federal laws, including violating any copyright, trademark, patent, or other legally protected intellectual property is strictly prohibited.

Failure to follow these guidelines will result in the revoking of *The Forge* privileges and/or library privileges as outlined in the Cranberry Public Library's Patron Code of Conduct Policy <https://www.cranberrytownship.org/1819/Code-of-Conduct-Policy>

## Registration and Access

Makers must be a library cardholder. Before using *The Forge* for the first time, the Maker must complete the Maker Waiver Form, present a valid library card, and a photo ID. Before each subsequent use, the Maker must check-in with their library card and photo ID.

## General Rules for Use

- Groups may schedule a training or demonstration of any equipment in *The Forge* by contacting the library. Training and/or demonstrations will be offered based on staff availability.
- The Forge is not available for group rental except by the Library or Cranberry Township.
- Makers may temporarily, or permanently, lose equipment access and require retraining on equipment if they:
  - Cause the equipment to be out of service
  - Do not follow proper procedures for equipment usage
  - Demonstrate lack of basic knowledge for equipment usage
- Makers may lose access to a specific piece of equipment if retraining is required more than once.
- The Library is not responsible if a project is destroyed, does not print correctly or does not work.
- The Library is not responsible if any of the Maker's personal tools/equipment are damaged or destroyed while using *The Forge*'s tools/equipment.

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- Any unsafe or disruptive behavior will result in the offender being required to leave The Forge and/or the Library immediately and may result in a permanent ban.

## Using Equipment

- Equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has passed any required certification for that piece of equipment and received approval from staff for each use.
- When using equipment without a training requirement, the Maker must follow the safety guidelines associated with the equipment.
- Check equipment for damage before use. Report any damage to the equipment to Library Staff immediately. Never use broken equipment. Cranberry Public Library (CPL) is not responsible for any defects or the quality of any of the equipment in *The Forge*. If any of the equipment begins to malfunction, the Maker must immediately discontinue use and notify Library staff.
- Barring normal wear and tear such as scratches or wear on the outside of the equipment from use, Makers agree to pay for the loss of or damage to any items due to misuse or non-compliance with specified instructions. Examples of not normal wear and tear are breaking of the structure, cracking, and losing parts of the equipment.
- Use all equipment only as it was designed to be used.
- Always use the proper type and size of tool.
- Do not remove equipment from *The Forge*.
- Keep cabinet drawers and doors closed.
- Clean and return all items to their proper storage place when not in use.
- For equipment requiring electric power:
  - Check adjustments and settings on machines before turning on the power.
  - Make sure everyone is clear of the machines before turning on the power.
  - Remain with the machine until you have turned it off and it has come to a complete stop.
  - Stay clear of machines being operated by others.
  - Keep all safety guards on the machines in their correct position.
  - Keep all hands, fingers and hair away from the blades or other moving parts.
  - Turn off items when finished using them.
- Always close/cover blades when not in use
- Dispose of combustible, corrosive and/or otherwise hazardous materials in the designated containers. Dispose of all other waste materials in the proper receptacles.

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## About YOU the Maker

- Safety goggles, gloves, ear protection, and masks are all available. It is your responsibility to use the proper safety equipment for your project.
- Focus on your work at all times while operating equipment.
- Be aware of locations of first aid equipment.
- Know the operating guidelines for the equipment you are using.
- Remove or fasten any loose clothing and/or jewelry.
- Tie back or cover long hair.
- Wear closed toed shoes