



RULES FOR USING THE LIBRARY'S CREATIVE WORKSHOP "RESIDENCE OF INVENTIONS" (MAKERSPACE)

SECTION I GENERAL PROVISIONS

1. The Rules (hereinafter referred to as the Rules) of the Kaunas County Public Oak Grove Library (hereinafter referred to as the Oak Grove Library) for using the creative workshop "Residence of Inventions" (hereinafter referred to as the Makerspace) regulate the general procedures for using the Makerspace, the use of technical equipment therein, and the rights, duties, and responsibilities of visitors and the persons accompanying them.
2. The purpose of the Makerspace is to educate visitors, promote self-education, and popularise creative activities. It aims to provide visitors with spaces, equipment, and facilities for implementing personal non-profit activities and projects, as well as for group activities pursuing socially responsible goals that benefit the community.
3. The Makerspace focuses on encouraging visitors' creativity and providing opportunities for learning and development.
4. The Makerspace premises, equipment, materials, and devices may be used by school-age children (7–19 years old) and their accompanying persons, as well as visitors working on projects, in accordance with these Rules.
5. The Rules use the following key terms:
 - 5.1. **Makerspace** – the facility within the Oak Grove Library, located on the first floor, equipped with furniture, technical equipment, and materials.
 - 5.2. **Visitor** – a recipient of the Oak Grove Library services who uses the Makerspace services.
 - 5.3. **Group of visitors** – a group of five or more individuals attending a specific thematic or content-based workshop at the Makerspace. A group consisting of school-aged individuals must be accompanied by a responsible adult or adults.
 - 5.4. **Accompanying persons** – individuals accompanying a group of visitors or individual visitors, responsible for the accompanied persons in the Makerspace and on the premises of the Oak Grove Library, and who are subject to the same rules as the visitors.
 - 5.5. **Makerspace Curator** – a member of the Oak Grove Library staff who oversees and coordinates the Makerspace.

SECTION II WORKSPACE RESERVATION AND MAKERSPACE USAGE GUIDELINES

6. Reservation of workspaces for individual visitors:
 - 6.1. workspaces can be reserved online at www.azuolynobiblioteka.lt in the "Reservation" section. Additionally:
 - 6.1.1. when reserving a workspace in the Makerspace and intending to use any equipment (such as a laser cutter, 3D printer, plotter, sewing machine, heat press, engraving machine, etc.), it is necessary to specify this;
 - 6.1.2. when booking at the Makerspace, the purpose of the creative project must be specified;

- 6.2. confirmation of the reservation will be sent to the email address provided by the visitor during the reservation process;
- 6.3. upon arrival without prior reservation, the availability of workspaces in the Makerspace is not guaranteed. If there are vacant spaces, one might be provided;
- 6.4. on Saturdays, visitors are admitted by prior reservation only. Visitors arriving without a reservation cannot be guaranteed a workspace in the Makerspace; however, one may be provided if vacancies are available;
- 6.5. before using the Makerspace, the visitor must familiarise themselves with these Rules. Any visitor who has not read and/or does not agree to the provisions of the Rules is not permitted to use the Makerspace;
- 6.6. by confirming their understanding of the Rules, Makerspace visitors must provide the Makerspace Curators with a signed consent form (Appendix 1);
- 6.7. upon their first visit to the Makerspace, visitors under 12 years of age must be accompanied by a parent, adoptive parent, or legal guardian, who must sign the visitor consent form (Appendix 1). Visitors aged 12–16 may attend independently; however, they must present to the Makerspace curators a Visitor Consent Form (Appendix 1) signed by a parent, adoptive parent, or legal guardian.
- 6.8. Visitors aged 12 and over may use the woodworking and metalworking equipment in the Makerspace independently. Visitors under 12 years of age may use such equipment only when accompanied by a parent, adoptive parent, or legal guardian.
- 6.9. The Makerspace premises, equipment, materials, and facilities may be used by persons aged 7 and over. Persons under 7 years of age may visit the Makerspace and use its equipment only if their activities are continuously and directly supervised by an accompanying person (a parent, adoptive parent, or legal guardian). The accompanying person must ensure continuous supervision of the child throughout the child's stay in the Makerspace and assumes full responsibility for the child's safety, health, conduct, compliance with these Rules and any other applicable laws and internal regulations, and for any damage caused by the child to third parties or to the Makerspace's property or equipment.
7. Reservation of session time for group activities:
 - 7.1. sessions can be booked by email bustine@azuolynobiblioteka.lt;
 - 7.1.1. reservation by email is confirmed or cancelled no later than within 2 (two) working days from the moment of reservation, after agreeing on the arrival time and the topic of the session. The Makerspace Curator informs the accompanying person of the visitor group via their provided email. If no confirmation from the Makerspace Curator is received, it is assumed that a session in the Makerspace is not reserved.
 - 7.2. Before the group of visitors arrives at the Makerspace, the accompanying person must familiarise the group members with these Rules and, upon arrival, submit a signed consent form (Appendix 2).
 - 7.3. Groups of visitors must be accompanied by a teacher or a tour leader. Groups of visitors are accepted only after prior registration and confirmation of reservation.
8. Workspaces and time for sessions can only be booked and accessed during the opening hours of the Makerspace.
 - 8.1. The Makerspace's opening hours are published on the Oak Grove Library website at www.azuolynobiblioteka.lt. The Oak Grove Library reserves the right to amend the Makerspace's opening hours by issuing a separate notice.
9. Reservations are confirmed only for activities and projects that comply with point 2 of these Rules.
10. The Oak Grove Library reserves the right to cancel the reservation, provided that the visitor or the representative of the visiting group is informed in advance.
11. The Oak Grove Library reserves the right to decline the reservation without the obligation to provide an explanation to the person making the reservation.
12. If a visitor or group of visitors arrives 20 or more minutes late, the reservation for the space(s) at the Makerspace is cancelled.

13. A visitor may begin working in the Makerspace by introducing themselves to the Makerspace Curator, who will indicate the designated workspace, at the agreed-upon time specified in the reservation. It is not allowed to take workspaces independently.

SECTION III VISITORS RIGHTS AND RESPONSIBILITIES

14. The Makerspace is provided exclusively for visitors to work independently. Makerspace Curators do not provide physical assistance in the execution of visitors' projects. After receiving advice on the use of equipment or tools, visitors must proceed with their work independently.

15. A visitor has the right to:

15.1. use their own materials;

15.2. receive technical assistance from Makerspace Curators when using Makerspace equipment, as well as methodological guidance when seeking information and content necessary for the implementation of their activities, or in the event of questions and doubts concerning the use of the equipment and materials;

15.3. use personal devices and computers, provided they are in good working condition and meet electrical safety requirements;

15.4. ask the Makerspace Curators for assistance if needed;

15.5. request a limited amount of space to keep personal materials and tools for a long-term, ongoing project. These materials and tools may be stored in the Makerspace for a maximum of 30 (thirty) calendar days. After the expiry of this period, such materials and tools may be used and/or disposed of upon notice to the visitor if they fail or refuse to collect them within 7 (seven) calendar days.

16. A visitor must:

16.1. upon first arrival at the Makerspace, listen to a briefing on how to use the Makerspace facilities, and sign to confirm their familiarity with these Rules (Appendix 1);

16.2. protect and preserve the inventory and equipment of the Makerspace;

16.3. inform the Makerspace Curator if any instruction on the use of, or assistance with, certain tools is needed;

16.4. use dust and smoke extraction devices when working with equipment that generates dust or smoke.

16.5. wear protective goggles when using the laser cutter or when working with tools and materials that can cause injuries;

16.6. cover or in some other way protect the worktable if there is a risk of it being scratched or otherwise damaged during work;

16.7. maintain cleanliness and ensure that the worktable and floor are clean, dry, and free from clutter;

16.8. while working, immediately remove objects that may obstruct the work of others or cause accidents;

16.9. after completing independent work, tidy up the workspace:

16.9.1. the worktable should be tidy, and the workspace and its surroundings must be clean;

16.9.2. used equipment must be switched off, and tools put back in their designated places;

16.9.3. tools that become soiled during work must be washed and set aside to dry;

16.9.4. materials that can still be used must be neatly stored in their designated places, while all unused remnants should be sorted into appropriate containers;

16.9.5. inform the Makerspace Curator when the work is done;

16.10. behave responsibly, respect other visitors and Makerspace staff, follow Makerspace staff's instructions without question, and promptly respond to any safety-related concerns raised;

16.11. adhere to general health and safety requirements;

16.12. be personally responsible for their own safety at work, and therefore, if necessary, they must use personal protective equipment (gloves, goggles, respirators), especially when working with tools and materials that could cause injury. If a visitor has any doubts about their ability to

ensure safety while using certain equipment or tools, they should seek assistance and advice from the Makerspace Curator.

17. A visitor is prohibited from:

17.1. engaging in activities that endanger those working in the Makerspace (such activities include running, shouting, or any other unruly behaviour);

17.2. wasting and damaging materials;

17.3 using physical or psychological violence or bullying against other Makerspace visitors or the Oak Grove Library staff;

17.4. using tools that involve open flames, flammable gases, or could otherwise cause a fire hazard;

17.5. using Makerspace computers and other equipment for purposes other than their intended use;

17.6. engaging in profit-seeking activities;

17.7. visiting and working in the Makerspace while wearing outdoor clothing (coats, jackets, etc.);

17.8. consuming their own food and drinks brought into the Makerspace, except for drinking water stored in sealed containers.

18. Members of visitor groups shall be fully subject to the provisions of this section, just as individual visitors are.

19. Considering the situation and aiming to ensure work safety and the rational use of Makerspace resources, Makerspace Curators have the right to limit the use of specific equipment, tools, or materials, as well as to issue warnings or remove visitors who fail to comply with these Rules from the Makerspace.

20. Makerspace computers are not intended for long-term storage of digital projects; therefore, the Oak Grove Library is not responsible for storing electronic documents on these computers. Visitors should use their own equipment or storage devices for this purpose.

21. It is prohibited to design, model, or manufacture weapons, their parts, ammunition, explosives, weapon replicas, or other weapon-like objects in the Makerspace, as well as any objects capable of posing a real danger to human health or life. The Makerspace curator has the right to unilaterally terminate such a project and require the visitor to leave the premises.

SECTION IV VISITOR RESPONSIBILITIES

22. If a visitor violates these Rules and/or the Library Rules and Regulations, their reservation will be cancelled without prior notice. The visitor will be informed of the cancelled reservation via their provided email.

23. Violation of these Rules may result in a temporary restriction of the visitor's right to use the Makerspace, ranging from 1 month to 5 years.

24. Makerspace desktop computers are not connected to uninterruptible power supply devices, so visitors are strongly advised to save their digital projects as frequently as possible to protect their work in case of unexpected power outages.

25. When a visitor loses, damages, or irreparably damages the Oak Grove Library's inventory or equipment, compensation is provided according to these Rules and other legal acts of the Republic of Lithuania.

26. A visitor who loses or irreparably damages the Oak Grove Library's equipment and/or inventory must replace it with the same or equivalent equipment and/or inventory.

27. Equipment and/or inventory is considered equivalent in terms of price and function. If replacing equipment and/or inventory is not possible or if the visitor prefers, the damage can be compensated by paying the market price of the lost equipment and/or inventory. Damage is paid by bank transfer or cash.

28. If the visitor refuses to compensate for the damage caused, the debt will be recovered in accordance with the legal procedures established by the laws of the Republic of Lithuania.

29. Upon establishing cases of intentional misappropriation, damage, or destruction of the Oak Grove Library's equipment or other property, the police shall be notified the visitor shall be held accountable according to the procedures established by the Code of Administrative Offences or the Criminal Code of the Republic of Lithuania.

30. If a visitor does not contact the Oak Grove Library and settle the issue of loss or damage to borrowed equipment and/or inventory by the end of the borrowing period, they must compensate for the damage or pay the late fees. If the damage is not compensated for or the late fees are not paid, they will be recovered in accordance with the procedures established by the laws of the Republic of Lithuania.

31. For a visitor under the age of 18, any lost or irreparably damaged equipment and/or inventory, or damage to the Oak Grove Library's property, shall be the responsibility of their representative (parent, adoptive parent, guardian, or caregiver) in accordance with the Library Rules and Regulations and the laws of the Republic of Lithuania.

32. During group activities and tours, both the members of the visitor group individually and their accompanying persons (teacher, tour or activity supervisor) are responsible for the safety of the group members.

SECTION V FINAL PROVISIONS

33. The Oak Grove Library does not compensate the visitor for any property or non-property damage caused, except in cases where this damage was due to the Oak Grove Library's fault (intentional or gross negligence).

34. Individuals who violate these Rules are subject to the liability provided for in the legal acts of the Republic of Lithuania.

35. These Rules are approved, amended, and revoked by the order of the director of Oak Grove Library.

36. These Rules are published online on the Oak Grove Library's website: <https://www.azuolynobiblioteka.lt>.

VISITOR CONSENT FORM FOR THE CREATIVE WORKSHOP “RESIDENCE OF INVENTIONS”

By signing this, I confirm that I have been informed of and agree to the Library Rules and Regulations and the Rules for Using the Creative Workshop “Residence of Inventions”.

I have been informed, that:

1. Each visitor to the creative workshop “Residence of Inventions” (hereafter Makerspace) is personally responsible for their own safety while working.
2. Activities that endanger those working in the Makerspace are prohibited. These activities include: running, shouting, or any other unruly behaviour.
3. A Makerspace visitor must inform the Makerspace Curator if they are unsure about how to use certain equipment or doubt their ability to do so. This will allow them to receive training to avoid injuries and damage to equipment.
4. It is strictly prohibited to use Makerspace equipment for purposes other than its intended use.
5. Protective goggles must be worn when using a laser cutter or working with tools and materials that could cause injury.
6. After their independent work, Makerspace visitors must clean their workspace and report to the Makerspace Curator.
7. Considering the situation and the visitor’s skills, and aiming of ensuring work safety and the efficient use of Makerspace resources, Makerspace Curators have the right to restrict the use of specific equipment, tools, and/or materials.
8. A visitor or accompanying person who does not comply with the rules may be removed from the Makerspace and may have their right to use the Makerspace temporarily restricted.

Visitor over 16 years old: _____ name, last name I confirm that I have been informed of and agree to the Rules of the Creative Workshop “Residence of Inventions”: _____ date of birth _____ tel., email _____ signature, date	Visitor under 16 years old: _____ name, last name, date of birth By signing this: I confirm that I have been informed of and agree to the Rules of the Creative Workshop “Residence of Inventions”. I confirm that I have made the rules known to the person I represent. I am specifying the tools and equipment for which it is preferable to have the supervision of the Makerspace Curator when the designated visitor intends to use them (the represented visitor must request the supervision of the Makerspace Curator when intending to use the specified tools and equipment): _____ _____ (fill in the information required) _____ name, last name, date of birth of the person representing the visitor _____ tel., email _____ signature, date
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CONSENT FORM FOR THE PERSON ACCOMPANYING THE GROUP OF VISITORS

By signing this, I confirm that I have been informed of and agree to the Library Rules and Regulations and the Rules for Using the Creative Workshop “Residence of Inventions”.

I have been informed, that:

1. Each visitor to the creative workshop “Residence of Inventions” (hereafter Makerspace) is personally responsible for their own safety while working.
2. Activities that endanger those working in the Makerspace are prohibited.
3. In the Makerspace, such activities are considered to be running, shouting, or any other unruly behaviour.
4. It is strictly prohibited to use Makerspace equipment for purposes other than its intended use.
5. After their independent work, Makerspace visitors must clean their workspace and report to the Makerspace Curator.
6. Considering the situation and the visitor’s skills, and aiming to ensure work safety and the efficient use of Makerspace resources, Makerspace Curators have the right to restrict the use of certain equipment, tools, and/or materials.
7. A visitor or accompanying person who does not comply with the rules may be removed from the Makerspace and may have their right to use the Makerspace temporarily restricted.

By signing this, I:

- I confirm that I have been informed of and agree to the Rules (hereinafter referred to as the Rules) for Using the Creative Workshop “Residence of Inventions”, informed the members of the accompanying visitor group about them, and agree to the Rules.
- I confirm that the list of group members submitted with this consent form is accurate.
- I understand that I am responsible for the safety and rule-compliant behaviour of the group of visitors I am accompanying.

name, last name, date of birth of the person accompanying the group of visitors,

tel., email

signature, date