



# Groundworks

FOUNDATIONS FOR LEARNING & MAKING

Groundworks is a community DIY space which provides the tools and technology needed to create new things, advance personal and professional projects, and meet, share, and collaborate with others. As both a makerspace and digital media lab, Groundworks advocates “learning by doing”, promotes self-directed learning and provides opportunities for patrons to build community through hands-on making and creating through its services and library-wide programming.

Groundworks serves:

- All HDL cardholders ages 18 and up
- Teens 13-17 with a user agreement signed by a guardian
- Children 12 and under with a guardian or participating in a library program
- Educators and students from schools located within the library district.

A Herrick District Library card in good standing gives patrons access to Groundworks equipment, tools and resources, 1-on-1 appointments, and equipment reservations.

## General Guidelines

Groundworks is reserved specifically for digital content creation and creative work only. Patrons are welcome to use other areas in the Library to read, relax, or do other work not related to DIY projects. The Public Services Department offers general technology help and basic computer literacy programming.

- Safety is top priority in Groundworks (See Safe Conduct below). All safety guidelines must be followed. Patrons who fail to comply will be asked to leave Groundworks.
- In addition to Herrick District Library’s Groundworks Policy, the [Code of Patron Conduct](#), [Internet and Computer Rules](#), and [Internet Access Policy](#) apply to Groundworks.
- Access to Groundworks’ equipment is available at no charge (except for the printers), and community members are responsible for bringing their own materials. The Library may have a limited supply of consumables for purchase but cannot guarantee availability.
- Library staff are available for limited assistance. Staff are not experts; however, they will assist as much as they can, and both staff and Patrons can learn together. Patrons who need extra help are encouraged to [schedule a 1on1 appointment](#).
- Groundworks closes 30 minutes before the Library closes. Please make sure your work is completed and your work area is cleaned before this time.
- Library staff reserve the right to:
  - Stop a request due to time or equipment capabilities.
  - Set time limits for use of equipment and 1on1 appointments requests.
  - Close Groundworks for programs or maintenance with little or no notice.
  - Refuse any request or service if it endangers guest safety, may damage equipment, or violates Library policies or these guidelines.
  - Review and approve all guest’s materials before using specific equipment in Groundworks.



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## Usage Guidelines

The following guidelines establish Groundworks' terms of use:

- Patrons aged 13 and up may [reserve equipment](#) and [schedule a 1on1 appointment](#).
- Patrons must check in with staff and inform them which equipment they intend to use.
- Equipment is available by appointment. Reservations can be made through the equipment reservation calendar on the Groundworks web page. Walk-ins are welcome to use equipment so long as they are finished working before a scheduled appointment.
- If equipment is not reserved, it will be made available on a first-come, first-served basis.
- Equipment may not be left unattended. A patron aged 13 or older must stay with it at all times.
- Any work saved on Library computers will be deleted when patrons end a session and cannot be recovered. Patrons must save work to an external storage device or online storage location.
- During classes or programs, individuals may not use other tools and equipment without prior authorization.
- Certain equipment may also be "checked out" of Groundworks' main workspace and be used on the Main Library's public floorspace, in study rooms, etc.

The Library is not responsible for:

- Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of Groundworks' tools or equipment.
- Any loss of digital data or damage to materials provided by Patrons.
- A project that is destroyed, does not print correctly, or does not work.
- Refunds for purchased materials.
- A Patron's personal equipment is damaged or destroyed while using Groundworks
- Any object created with the use of the equipment, including any harm or injury incurred as a result of any equipment usage.

## Safe Conduct

Patrons agree to follow the safety procedures involved with Groundworks, including the following:

- Use tools and equipment how they are designed to be used.
- Follow all equipment safety procedures as documented in the provided instructions, training session, program and/or as detailed in the available user manuals.
- Discontinue use of a tool if the tool or piece of equipment becomes unsafe, is not working properly, in a state of disrepair, or broken. Notify library staff immediately.
- Immediately report ALL accidents, injuries or incidents to Library staff.
- Return items in the same condition as they were issued, barring normal wear and tear.
- Take precautions to avoid causing unnecessary mess, agree to clean up the workspace after use and inform Library staff in the event that they are unable to return a work surface, tool or equipment to its original state.

Groundworks' equipment falls into three (3) usage categories:

- **GREEN:** This tool can be used without training or staff supervision for DIY projects.
- **YELLOW:** There is a small safety risk to patrons or the equipment. Please ask staff for assistance with the set-up of this tool. Training is recommended.
- **Red:** An elevated safety risk to patrons or the equipment. Please ask staff for assistance with the set-up of this tool. Training is required.