

APPROVED

by Order No \_\_\_ of  
the Director General of Martynas Mažvydas  
National Library of Lithuania  
of \_\_\_ July 2020

**RULES FOR THE USE OF THE MAKERSPACES  
OF MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA**

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Rules for the use of PATS SAU Makerspace and Media Makerspace (hereinafter collectively – the Makerspaces) of Martynas Mažvydas National Library of Lithuania (hereinafter – the National Library) define the general procedure of the use of these Makerspaces, the technical equipment contained therein, as well as the rights, duties and responsibilities of the Visitors and persons accompanying them.
2. The purpose of the Makerspaces shall be to educate the Visitors, encourage self-education and promote creative activities. The Makerspaces aim to provide the Visitors with premises, equipment and facilities for personal non-profit activities and projects and for group activities pursuing socially responsible and socially beneficial goals.
3. Directions of activities of the Makerspaces:
  - 3.1. PATS SAU Makerspace shall be dedicated to fostering the creativity of pupils and providing opportunities for learning and development.
  - 3.2. Media Makerspace shall be dedicated to promoting the responsible use and re-use of digital content, respect for copyright and related rights and a culture of responsible consumption and preservation of resources.
4. PATS SAU Makerspace premises, equipment, materials and facilities may only be used by children of school age (7-19 years old) and their accompanying persons, and by Visitors of the Media Makerspace, who are carrying out the work necessary for the implementation of their media projects, in accordance with the procedure set out in these Rules.
5. Media Makerspace premises, equipment, materials and facilities may be used by persons or their groups who are implementing projects involving a variety of media.
6. These Rules are an integral part of the Rules for the Use of Martynas Mažvydas National Library of Lithuania (hereinafter – the Rules for the Use of the Library).
7. Main terms used in the Rules:
  - 7.1. **PATS SAU Makerspace** – the National Library’s Room No 114 with its furniture, technical equipment and materials.
  - 7.2. **Media Makerspace** – the National Library’s Room No 001 with its furniture, technical equipment and materials.
  - 7.3. **Visitor** – a user of the National Library’s services who uses the services of the Makerspaces.
  - 7.4. **Group of Visitors** – a group of more than 5 persons coming to a session of the specific topic and content in the Makerspaces. A group of school-age persons must be accompanied by the responsible adult person(s).
  - 7.5. **Accompanying persons** – persons accompanying a group of Visitors or individual Visitors, who are responsible for their escorts in the Makerspaces and National Library's premises and who are subject to the same rules as Visitors.
  - 7.6. **Makerspace Curator** – the National Library’s staff member of who supervises and coordinates the Makerspace workflow.

## CHAPTER II

### PROCEDURE FOR RESERVATION AND USE OF THE MAKERSPACES

8. Reservation of workstations for individual Visitors:
  - 8.1. When reserving a workstation by email, phone or via the Makerspace registration system, the person shall indicate his/her name and surname, the start and end time of the requested reservation, his/her email address and phone number.
  - 8.2. Workstations in **PATS SAU Makerspace** shall be reserved by email: [patssau@lnb.lt](mailto:patssau@lnb.lt), phone (8 5) 239 8580 or via the Makerspace registration system. In order to reserve a workstation in PATS SAU Makerspace and to work with one of the tools – laser cutter, 3D printer, vinyl film cutter, sewing machine – this must be indicated.
  - 8.3. Workstations in **Medija Makerspace** shall be reserved by email: [medijos@lnb.lt](mailto:medijos@lnb.lt), phone (8 5) 239 8678 or via the Makerspace registration system. In order to reserve a workstation in Media Makerspace, the content and nature of the project and the nature of the activities and the provisional equipment required for these activities must be specified.
  - 8.4. The reservation by e-mail or via the Makerspace registration system shall be confirmed or cancelled no later than 2 (two) working days from the time of the reservation, and the Makerspace Curator shall inform the Visitor of this fact by email, phone or via the Makerspace registration system. In the absence of a confirmation from the National Library staff member, the workstation shall be deemed not to have been reserved;
  - 8.5. If a person arrives without a prior reservation, the possibility to access a workstation in Makerspaces shall not be guaranteed, but if there are vacancies, it may be possible to access one;
  - 8.6. Before using Makerspaces, a Visitor must be familiar with these Terms and Conditions. A Visitor, who is not familiar with and/or does not accept these Rules, may not use the Makerspaces;
  - 8.7. In order to confirm the reading of the Rules, Visitors of the Makerspaces shall submit to the Makerspace Curator a signed consent form (Annex 1 to the Rules) or sign in the register of acceptance of the Rules (Annex 3 to the Rules). If the Makerspace Visitor is under 16 years of age, the consent form (Annex 4 to the Rules) signed by one of their parents (adoptive parents, guardians) shall be submitted to the Makerspace Curators, or the parents (adoptive parents, guardians) shall sign in the register of acceptance of the Rules;
  - 8.8. The first-time Visitors to the Makerspace under the age of 16 (sixteen) must be accompanied by one of their parents, adoptive parents (guardians) who would help the Visitor get acquainted with the environment, explain the rules, and, if they decide which tools and equipment they would prefer to use under the supervision of the Makerspace Curators, write them down either in Annex 1 to the Rules or in the register of acceptance of the Rules (Annex 4 to the Rules).
9. Reservation of session times for groups of Visitors:
  - 9.1. the time for sessions shall be reserved by email [Dirbtuves@lnb.lt](mailto:Dirbtuves@lnb.lt);
  - 9.2. The reservation shall be confirmed by agreeing on the time of arrival and the topic of the upcoming session, and the Makerspace Curator shall inform by email the person who will accompany the group of Visitors. In the absence of confirmation from the National Library's staff member, the time for the session shall not be reserved.
  - 9.3. Before the arrival of a group of Visitors to the Makerspaces, the person accompanying the group of Visitors must acquaint the members of the Visitor group with these Rules and, on arrival, provide them for signing the consent form attached as Annex 2 to the Rules or sign in the register of acceptance of the Rules (Annex 5 to the Rules), also enclosing the full list of the members of the Visitor group.
10. Workstations and time for sessions can only be reserved and used during the Makerspace opening hours.

11. Reservations shall be approved only for activities and projects that comply with paragraph 2 of these Rules.
12. The National Library retains the right to cancel a reservation by informing the Visitor who made the reservation or a representative of the Visitor group.
13. The National Library retains the right not to confirm a reservation without the obligation to explain the reasons for the decision to the person who made the reservation.
14. If a Visitor or group of Visitors arrives 20 minutes late, the reservation for the Workstation(s) shall be cancelled.
15. Upon confirmation of a Visitor's reservation, Visitors can start working in the Makerspaces after introducing themselves to the Makerspace Curator, who shall indicate the Visitor's workstation, at the time agreed in the reservation.
16. It shall not be allowed to occupy the workplace on one's own.

### **CHAPTER III RIGHTS AND OBLIGATIONS OF VISITORS**

17. The Makerspaces shall be made available to Visitors exclusively for independent work. The Makerspace Coordinators shall not provide physical assistance in the implementation of the Visitor projects. After consultation on the use of the equipment or tools, Visitors must continue working independently.
18. For works related to the activities or projects carried out in the Media Makerspace, the Makerspace Visitors may also use the equipment and tools of PATS SAU Makerspace for pupils, upon agreement with the Makerspace Curators.
19. Visitors to Makerspace PATS SAU may use the Media Makerspace equipment and tools, provided that their activities are media related and meet the requirements of paragraph 2 of these Rules.
20. A Visitor shall have the following rights:
  - 20.1. To use materials they bring with them;
  - 20.2. To receive technical assistance from the Makerspace Coordinators in the use of Makerspace equipment or methodological guidance in the search for information and content needed for the implementation of Visitor activities or in the event of questions and doubts concerning the use of equipment and materials;
  - 20.3. To use personal devices and computers, but they must be in good working order and comply with electrical safety requirements;
  - 20.4. To seek assistance from Makerspaces curators, if needed;
  - 20.5. To loan some of the Makerspace equipment for use outside the National Library. This right may be granted upon prior arrangement with the Makerspace curator and if it is possible. In the event of a loan of equipment, an equipment loan deed shall be drawn up with the Visitor, specifying the date of mandatory return;
  - 20.6. To request a limited space to store the Visitor's personal materials and tools in the case of a long-term, ongoing project. Such materials and tools may be stored in the Makerspaces for a maximum of 30 calendar days. After this period, if the Visitor is given notice and fails or refuses to collect the materials and tools within 7 calendar days, such materials and tools may be used up and/or disposed of.
21. A Visitor shall have the following obligations:
  - 21.1. Upon the first arrival at the Makerspaces, to receive a briefing on the use of the Makerspaces and to acquaint himself/herself with these Rules against signature (Annex 1 to these Rules);
  - 21.2. To protect and preserve the inventory and equipment of the Makerspaces;
  - 21.3. To inform the Makerspace Curator about the need for briefing on the use of certain tools or assistance in using them;

- 21.4. To use dust and fume collection devices when working with equipment that generates dust or fumes;
  - 21.5. To wear safety goggles when using a laser cutter or working with tools and materials that can cause injury;
  - 21.6. To cover or otherwise protect the workbench if it is at risk of being scratched or otherwise damaged during work;
  - 21.7. To maintain tidiness and keep the work table and floor clean, dry and free of foreign objects;
  - 21.8. During work, to remove immediately any object that may interfere with the work of others or cause an accident;
  - 21.9. To put the workstation in order after finishing the independent work:
    - 21.9.1. the workbench shall be wiped down and the area in and around the workstation shall be cleaned;
    - 21.9.2. the equipment used shall be switched off and tools shall be put back in their designated places;
    - 21.9.3. the tools soiled during work shall be washed and put away to dry;
    - 21.9.4. the materials that can still be used shall be neatly stowed away in their designated places and any unusable leftovers shall be sorted into specially designed containers;
  - 21.10. To hand over the workstation to the Makerspace curator upon completion of the work;
  - 21.11. To be discreet, respectful of other Visitors and the Makerspace staff, to listen unconditionally to instructions from the Makerspace staff and to respond promptly to observations relating to work safety;
  - 21.12. To personally comply with the general health and safety requirements;
  - 21.13. To be personally responsible for the personal safety of their own work and, where necessary, to use personal protective equipment (gloves, goggles, respirator), especially when working with tools and materials that can cause minor injuries. If a Visitor has any doubts about their ability to ensure their own safety when using a particular piece of equipment or tool, they should seek help and advice from the Makerspace Curator.
22. A Visitor shall be prohibited from:
- 22.1. engaging in activities that pose a risk to people working in the Makerspace. Such activities include running, playing up, frolicking, or other undisciplined behaviour in the Makerspaces;
  - 22.2. wasting and damaging materials;
  - 22.3. using physical or psychological violence or bullying against other Visitors or the Makerspace staff;
  - 22.4. using tools that involve open flames, flammable gases or other fire hazards;
  - 22.5. using the Makerspace computers and other equipment for purposes other than its intended use;
  - 22.6. engaging in profit-making activities;
  - 22.7. visiting the Makerspaces and working in outdoor clothing (coats, jackets, etc.);
  - 22.8. eating the food brought to the Makerspaces.
23. The provisions of this Chapter shall apply to members of Visitor groups to the same extent as they apply to individual Visitors.
24. Taking into account the situation and in order to ensure work safety and reasonable use of the Makerspace resources, the Makerspace Curators shall have the right to deny the use of certain Makerspace equipment, tools or materials, to discipline and/or ban any Visitor(s) violating the requirements of these Rules from the Makerspaces.
25. The Makerspace computers are not designed for the long-term storage of e-formatted projects, and the National Library shall not be responsible for the storage of e-format documents on the Makerspace computers, which should be the responsibility of Visitors using their own equipment or storage media.

## **CHAPTER IV RESPONSIBILITY OF VISITORS**

26. If a Visitor violates these Rules and/or the Rules for the Use of the Library, his/her reservation shall be cancelled without prior notice. The Visitor shall be informed of the cancellation of the reservation by the email address indicated by the Visitor.
27. For violation of these Rules, the right of the Visitor to use the Makerspaces may be temporarily (from 1 month to 5 years) suspended.
28. Visitors shall use personal physical media (film, slides, video, etc.) brought to Media Makerspace at their own discretion and responsibility. If necessary, the Makerspaces shall provide Visitors with test media to understand the principles of operation of the required equipment and to learn how to use it, thereby reducing the risk of damage to their media from inexperience, however, in all cases, Visitors shall make their own personal decision regarding the use of the equipment they need for the restoration of their media, and shall bear all related risks.
29. Since the Makerspace desktop computers are not connected to power support facilities, Visitors are strongly advised to save their electronic projects as often as possible to protect as much of their work as possible in the event of power outages.
30. In the event of loss, damage or irreparable destruction of the National Library's inventory or equipment by a Visitor, compensation shall be provided in accordance with these Rules and other legal acts.
31. A Visitor who loses or irreparably damages the National Library's inventory or equipment shall replace it with the same or equivalent equipment or inventory.
32. The equipment / inventory shall be recognised as equivalent when considering both price and function. If it is not possible to replace the equipment/inventory, or if the Visitor chooses to do so, the damage may be compensated for by paying the market value of the lost equipment/inventory. Payment for damage shall be made by bank transfer or in cash at the National Library.
33. If the Visitor does not agree to compensate for the damage caused, the debt shall be recovered through the courts in accordance with the procedure established by laws of the Republic of Lithuania.
34. If cases of deliberate misappropriation, damage or destruction of equipment or other property of the National Library are identified, the Visitor shall be held liable in accordance with the procedure established by the Code of Administrative Offences of the Republic of Lithuania or the Criminal Code.
35. If, due to loss or damage of the loaned equipment / inventory, the Visitor does not contact the National Library and does not make the required payments by the end of the loan period, he/she must compensate for the damage caused or pay the accrued late payment interest. In the event of failure to compensate for the damage or to pay the accrued default interest, thy latter shall be recovered in accordance with the procedure established by law.
36. For the loss or irreparable damage of equipment/inventory and/or damage to the property of the National Library caused by a Visitor under the age of 16, the Visitor's representative (parent, adoptive parent, guardian or custodian) shall be liable in accordance with the procedure set out in the Rules for the Use of the Library and the legal acts.
37. During group activities and excursions, the safety of the group members shall be the responsibility of the members themselves individually and of the persons accompanying them (teacher, excursion or session manager).

## **CHAPTER V FINAL PROVISIONS**

38. The National Library shall not compensate a Visitor for any material or non-material damage caused to the Visitor, unless such damage was caused by the fault of the National Library (intentional act or gross negligence).
  39. Any person who breaches the provisions of these Rules shall be subject to the liability provided for by legal acts.
  40. These Rules shall be approved, amended and repealed by order of the Director General of the National Library.
  41. These Rules shall be published on the website of the National Library at [www.lnb.lt](http://www.lnb.lt).
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Annex 1  
to the Rules for the Use of  
Makerspaces of Martynas  
Mažvydas National Library of  
Lithuania

(Document form)

**CONSENT  
OF THE MAKERSPACE VISITOR**

**By signing this consent, I confirm that I have read and accept the Rules for the Use of the Library and these Rules. I have been informed that:**

1. Each Visitor of the Makerspaces shall be personally responsible for his/her own work safety.
2. Any activities that endanger people working in Makerspaces shall be prohibited. Such activities include running, playing up, frolicking, or other undisciplined behaviour in Makerspaces.
3. A Visitor of the Makerspaces must inform the Makerspace Curator Curator if he/she does not know how to use (or doubts that he/she knows how to use) a particular tool, so that he/she can be trained to avoid injuries and damage to equipment.
4. Use of equipment of the Makerspaces for purposes other than its intended use shall be strictly forbidden.
5. It shall be necessary to wear safety goggles when using a laser cutter or working with tools and materials that can cause injury.
6. After working independently in the Makerspaces, Visitors must tidy up their work area and hand it over to the Makerspace Curator.
7. Depending on the situation and the Visitor's skills, and in order to ensure the work safety and the reasonable use of the Makerspace resources, the Makerspace Curators may deny access to certain Makerspaces equipment, tools or materials.
8. Any Visitor or his/her accompanying person, who fails to comply with the Rules, may be banned from the Makerspaces and may be temporary suspended from using the Makerspaces.

<p>A Visitor over 16 years of age:</p> <p>_____</p> <p>Forename, surname</p>	<p>A Visitor under 16 years of age:</p> <p>_____</p> <p>Forename, surname</p>
<p>I confirm that I have read and accept the Rules for the Use of the Makerspaces:</p> <p>_____</p> <p>Date of birth</p> <p>_____</p> <p>Phone, email</p> <p>_____</p> <p>Signature, date</p>	<p>By signing this consent: I confirm that I have personally read and accept the Rules for the Use of the Makerspaces and familiarised with them the person whom I represent. I hereby indicate the tools and equipment that the named Visitor prefers to use under the supervision of the Makerspace Curators:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(To specify as necessary): I inform that the represented Visitor has been warned that he/she must seek the Makerspace Curator's supervision if he/she intends to use the above tools and equipment.</p> <p>_____</p> <p>Representing person's forename, surname, date of birth</p> <p>_____</p> <p>Phone, email</p> <p>_____</p> <p>Signature, date</p>

*(Document form)*

**CONSENT  
OF THE PERSON ACCOMPANYING A GROUP OF VISITORS**

**By signing this consent, I confirm that I have read and accept the Rules for the Use of the Library and these Rules.**

**I have been informed that:**

1. Each Visitor of the Makerspaces is personally responsible for his/her own work safety.
2. Any activities that endanger people working in the Makerspaces shall be prohibited. Such activities include running, playing up, frolicking, or other undisciplined behaviour in the Makerspaces.
3. Use of equipment of the Makerspaces for purposes other than its intended use shall be strictly forbidden.
4. After working independently in the Makerspaces, Visitors must tidy up their work area and hand it over to the Makerspace Curator.
5. Depending on the situation and the Visitor's skills, and in order to ensure the work safety and the reasonable use of the Makerspaces resources, the Makerspace Curators may deny access to certain Makerspaces equipment, tools or materials.
6. Any Visitor or his/her accompanying person, who fails to comply with the Rules, may be banned from the Makerspaces and may be temporary suspended from using the Makerspaces.

By signing this consent:

I confirm that I have read and accept the Rules for the Use of the Makerspaces, familiarised with them the members of the Visitor group accompanied by me.

I confirm that the list of members of the Visitor group attached to this consent is complete.

I understand that I am responsible for the safety of the Visitor group accompanied by me and for the behaviour in accordance with the Rules.

\_\_\_\_\_  
Forename, surname, date of birth of the person accompanying the Visitor group.

\_\_\_\_\_  
Phone, email

\_\_\_\_\_  
Signature, date



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Annex 3

to the Rules for the Use of the Makerspaces of  
Martynas Mažvydas National Library of Lithuania

*(Document form)*

**REGISTER OF ACCEPTANCE OF THE RULES FOR VISITING THE MAKERSPACES  
FOR VISITORS ABOVE 16 YEARS OF AGE**

**By signing in this register, I confirm that I have read and accept the Rules for the use of the Makerspaces:**

Seq. No	Date	Visitor (forename, surname)	Date of birth	Phone number	Email address	Signature

Annex 4

to the Rules for the Use of the Makerspaces of  
Martynas Mažvydas National Library of Lithuania

*(Document form)*

REGISTER OF ACCEPTANCE OF THE RULES FOR VISITING THE MAKERSPACES FOR VISITORS UNDER 16 YEARS OF AGE								
<p><b>By signing this consent:</b>  <b>I confirm that I have personally read and accept the Rules for the Use of the Makerspaces and familiarised with them the person whom I represent.</b>  <b>- Under "Equipment and tools used under supervision of curators", I have indicated the tools and equipment for which the supervision by Makerspace Curators is desirable for the named Visitor. I inform that the represented Visitor has been warned that he/she must seek the Makerspace Curator's supervision if he/she intends to use the above tools and equipment.</b></p>								
Seq. No	Date	Visitor under 16 years of age (surname, forename)	Equipment and tools used under supervision of Curators	PERSONAL DATA OF THE PERSON REPRESENTING THE VISITOR UNDER 16 YEARS OF AGE				
				Representing person (surname, forename)	Date of birth	Phone number	Email address	Signature

Annex 5  
to the Rules for the Use of the Makerspaces of  
Martynas Mažvydas National Library of Lithuania

*(Document form)*

**REGISTER OF ACCEPTANCE OF THE RULES FOR VISITING THE MAKERSPACES  
FOR PERSONS ACCOMPANYING THE VISITOR GROUP**

**By signing this consent:**

**-I confirm that I have personally read and accept the Rules for the Use of the Makerspaces and familiarised with them the members of the Visitor group accompanies by me.**

**- I confirm that the list of members of the Visitor group attached to this consent is complete.**

**- I understand that I am responsible for the safety of the Visitor group accompanied by me and for the behaviour in accordance with the Rules.**

Seq. No	Data	Person accompanying the group (surname, forename)	Organization name	Number of members	Date of birth	Phone number	Email address	Signature

