

**SALE/DISPOSITION OF LIBRARY MATERIAL**

At the discretion of Administrative staff, the Library will dispose of withdrawn Library materials and Library property when the materials or items are no longer necessary. Administrative staff will make every attempt to repurpose items deemed useful by offering them to other entities. When items and materials are no longer relevant or are damaged, staff will make every attempt to recycle them.

Appropriate materials will be placed on the Book Sale shelves for the public. All materials on the Book Sale Shelves will be available on a first come/first served basis. The Library will not hold materials for specific individuals. Items on the Books Sale Shelves are offered to patrons on a donation only basis. Administrative staff is authorized to suggest a donation per item and patrons may choose to donate when taking an item.



## **Library Makerspace**

The Makery at the Elmhurst Public Library provides a hands-on creative space for patrons to invent, collaborate, and design as they transform their ideas into reality. The Makery is reserved specifically for the use of creating. Patrons may use other areas in the Library to read, relax, or do other work not related to DIY projects.

### **Eligibility**

The Makery is open to Elmhurst Public Library patrons only. Elmhurst Public Library Makery patrons are defined as: Elmhurst residents, students who attend Elmhurst schools, teachers who teach at Elmhurst schools, Work Perks cardholders, business cardholders, and Elmhurst College students. Guests accompanying Elmhurst patrons may use the space for certain programs, clubs, and activities at the discretion of Library staff.

Adult supervision is required for anyone below the age of middle school.

### **Use of Machinery/Equipment**

Patrons may check out machines and equipment for use in the Makery with a valid Elmhurst Public Library card. Patrons are required to bring their own materials to use in the Makery. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the machinery.

Makery Equipment may not be used to create materials that are:

- prohibited by local, state or federal law
- used as weapons
- unsafe, harmful, dangerous or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment
- in violation of another's intellectual property rights

### **Projects**

The Library is not responsible for failed projects. We reserve the right to halt, delete, or disallow the creation of items that violate Elmhurst Public Library policies.