

Olathe Public Library

Policy Manual

Effective February 13, 2026

4. Services

4.8 Makerspace (The Lab) & Recording Studio (The Studio)

Olathe Public Library (OPL) offers two creative spaces at the Indian Creek location: The Lab and The Studio.

- **The Lab:** A functional makerspace with public access to equipment such as 3D printers, laser cutters, sewing machines, and more.
- **The Studio:** A dedicated recording space for creating music tracks, podcasts, and other audio projects.

All OPL policies apply in both spaces, including [7.1 Guidelines for Behavior](#).

4.8.1 The Lab

Reservations:

Reservations are only made online through the Olathe Library website and are required to use the equipment, thus ensuring all terms and conditions are accepted by the customer.

Equipment can only be used by the person who made the reservation. Staff are unable to swap reservations for customers.

Customers must be a minimum of (12) twelve years old to make a reservation. Guardians making reservations for children under 12 must be present the entire reservation and can make no other reservations for the same timeframe, even with different library cards.

The laser cutters cannot be used by anyone under 12 even with supervision by a guardian due to space constraints.

Same day reservations are dependent on availability. Customers may not negotiate with others to leave early or start late. Staff may stop customer projects that have exceeded the reservation period.

Equipment may be reserved up to two weeks in advance with new slots opening at midnight. Customers are also subject to weekly equipment limitations as outlined through the reservation system.

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Reservations are held 15 minutes after the start time. If staff are not contacted in time, the reservation will be forfeited, marked as a No-Show and cancelled. Repeated No-shows can result in the loss of Makerspace privileges.

Supervision:

Children under (8) eight must be supervised by an adult while in the makerspace. Guardians are responsible for the safety and behavior of those they are safeguarding.

Materials:

A selection of materials are available to purchase for use in the makerspace. Some equipment requires the purchase of supplies from the Olathe Public Library Makerspace. These devices are:

- Large format printer
- Epson Dye Sublimation Printer
- Baby Lock Embroidery Machine

Prices can be found online or in the Makerspace. Materials may be discontinued at any time without notice.

Any materials brought by customers must be approved by staff to ensure they are safe and will not cause damage to customers or equipment

Safety:

Customers must follow all directions from staff regarding the makerspace. Staff will address safety infractions to ensure the customers' and libraries' safety.

Repeated warnings or infractions may result in a forfeiture of the session and/or the loss of Makerspace privileges.

Food and Drink:

Food is not permitted in the Lab. Drinks must be in closed containers. Unattended drinks will be disposed.

Liability, Copyright Infringement, and Prohibited Items:

OPL is not responsible for anything left behind in the Makerspace. Items left at the end of the day will be put in the library lost and found.

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The OPL is not responsible for any item or subject matter made within the Makerspace by customers, liability rests solely with the creator. Printing, creating, accessing, or displaying sexually explicit, obscene or graphic materials is not allowed.

Customers cannot create anything designed for or capable of causing harm, including, but not limited to firearms, knives, swords, and other items that could be used to inflict injury or deliberately intimidate. If unsure whether the project might fall under this rule, ask a makerspace staff member before starting. Library staff reserve the right to stop any print or job at their discretion if it is deemed unsafe, violates library policies, or is otherwise inappropriate under state regulations.

Customers will be financially responsible for any damage to the equipment or the Makerspace as a result of misuse or neglect. Customers will be notified of any incurred fees that must be paid before the use of the equipment is allowed in future.

OPL is not responsible if a project is destroyed, does not print correctly, or if any customer's personal item is damaged or destroyed.

Only OPL-owned computers/laptops may be connected to the machines in the Makerspace. No equipment or tools may leave The Lab.

4.8.2. The Studio

Reservations:

Reservations are only made online through the Olathe Library website.

Reservations open 30 days in advance and are limited to two reservations per month per library card.

A customer's requested reservation for The Studio must have a current, verified library card in good standing, and be at least (16) sixteen years old. Approval is given once these have been verified by staff. Customers under 16 must always be accompanied by an adult guardian during the Studio reservation.

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The customer who made the reservation must check in with Makerspace staff, present photo ID to receive the key card badge and be present for the entire session.

The customer reserving The Studio is responsible for the condition and conduct in the room.

The Studio will be held 30 minutes past the reservation start time. If customers do not inform staff that they will be late, the room will be dismantled and the reservation ended.

Customers needing to cancel must inform OPL by using the cancellation link in the approval (confirmation) email or by calling library staff. Late customers must call staff to ensure the reservation is not cancelled and room dismantled before they arrive. Lack of communication can affect future reservations.

Customers must check out with Makerspace staff and return the key card badge before leaving their session.

Occupancy, Liability, and Food & Drink:

The maximum occupancy of The Studio is 11 people. Parties are not permitted. Disruptive behavior is subject to library policy and may result in being asked to leave.

Food is not permitted. Drinks must be in closed containers and not kept near the computer or mixing board.

Only the OPL-owned computer may be connected to the mixing board and only OPL-owned software may be used.

The Studio will be set up according to the customers' approved booking. Any changes in amount of occupancy or set up must be sent 24 hours before the reservation. No changes in the set-up can be made during the session.

Customers should not move or dismantle equipment or open storage to set up items on their own for risk of damage. All practical instruments and items such as guitars, mics, and stools must be returned to their original locations in The Studio at the end of the session.

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Damage caused, during a customer's session, to The Studio, instruments, or equipment will be added to the library card of the customer who reserved The Studio. Fees will be due before the next use of The Studio will be approved.