

The Work Bench Policy

Purpose.

The Work Bench creates community and provides open access to a wide variety of equipment and tools. The Work Bench fosters small group learning, independent work, and respectful feedback and idea exchange. Classes offer guided exploration. The mission and vision of the Bozeman Public Library (“BPL”) informs the use of these spaces, and the policies that govern them.

Mission: BPL creates opportunities that inspire curiosity, exploration and connection.

Vision: BPL is the community cultural center that connects all Bozeman citizens to their neighbors and the world.

Work Bench Policies.

1. BPL users 12 years of age and older may obtain a Work Bench Card to use Work Bench equipment and spaces. Children ages 8 to 11 may not obtain a Work Bench Card but may accompany an adult caregiver who has a Work Bench Card and assist in using the machines. Children 7 years old and younger may not assist in using the Work Bench machines. Use of some machines requires training and earning a badge. Patrons of any age may attend programs in the Work Bench that are appropriate for their age group.
2. BPL users and guests must complete a waiver before using the Work Bench. For minors 17 years and younger, a parent or legal guardian must complete the waiver. Waivers will be kept on file.
[Waiver](#)
3. Users who use the Work Bench must adhere to BPL [policies](#), waiver forms, and obey all local, state, and federal laws.
4. Work Bench users must immediately report issues, accidents, damage to equipment, or injuries to BPL staff.
5. The Work Bench is available to library card holders from any library in Gallatin County during BPL’s open hours. BPL-sponsored activities, classes, and programs have priority use of the Work Bench spaces and equipment.
6. Equipment in the Work Bench can be reserved in 2-hour time increments in advance online. Users can reserve equipment 7-days in advance. If an advanced appointment is not made and equipment is available, users must first check with BPL staff to reserve equipment. The Work Bench is not available for group reservations, or meeting room bookings.
7. During open hours, 27 people maximum are allowed in the room at a time. Due to limited room capacity, users may be asked to leave the Work Bench if they are not using Work Bench equipment or working on a project.
8. Due to possible damage of equipment, no food or drinks are allowed in the Work Bench. Closed-lid water bottles are permitted.

9. Users are required to clean up the equipment and return any borrowed tools to BPL staff after completing projects. BPL staff have the discretion to limit a user's Work Bench privileges if they fail to clean-up after using the Work Bench.
10. The BPL Work Bench is free to use, some machines users are required to bring their own materials. BPL reserves the right to deny non-compatible materials and tools. You can find an approved list of materials on [BPL's website](#) or ask BPL staff. Please see BPL website (link) or ask BPL staff for an approved list of materials
11. BPL reserves the right to terminate the Work Bench privileges of any person in violation of these policies.

Use of Equipment and Materials.

1. Users may use all equipment (except for the 3D printers) if the user has completed the required training provided by BPL online, in a class setting, or through self-paced manuals (provided in-person). 3D printing management is the sole responsibility of BPL staff.
2. Equipment reservations are recommended. Walk-in use of equipment during open hours is welcome and is available on a first come-first served basis. Users are permitted to reserve the Work Bench for 2-hours maximum per day and are limited to one reservation per day. Reservation requests can be made up to 7 days in advance. All reservation requests are on a first-come, first-served basis.
3. BPL reserves the right to halt, delete, or disallow projects or materials that violate BPL's policies.
4. BPL is not responsible for damaged, non-functioning, or failed projects.
5. BPL cannot guarantee project quality, satisfaction, equipment availability or stability, confidentiality of design, or specific completion times.
6. BPL is not responsible for any damages or destruction of a user's personal equipment used with any Work Bench equipment or tools. BPL and its staff are not liable for any loss, damage, or expenses sustained by users due to the utilization of services, equipment, software, advice, or information.
7. BPL is not responsible for any damages, loss, or security of data arising from use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.
8. As established in the Waiver, users of the Work Bench accept financial responsibility for damage caused to the equipment or space beyond normal wear.
9. Users are responsible for following copyright and intellectual property laws
10. To ensure fair and equal access to our equipment, the Work Bench should not be used for mass production purposes. Project or equipment limits may be applied when necessary.

11. Overnight storage of user materials, projects, equipment, or other personal property in the Work Bench is prohibited.

Restrictions.

The Work Bench equipment may not be used to create projects that are:

1. Prohibited by local, state, or federal law.
2. Used as a weapon or destructive device, as defined by Montana law, that is readily capable of causing death or serious bodily injury.
3. Unsafe, harmful, dangerous, or pose a threat to people or property.
4. Obscene or otherwise inappropriate for the library.
5. Conflict or is inconsistent with any of BPL's Policies.

Adopted by the Bozeman Public Library Board of Trustees 3-20-2024

Reviewed and updated 5-21-2025