



## Using the Makerspace

### Policy:

The library's Makerspace may be used only for lawful purposes.

The public is **prohibited** from using the Makerspace equipment to create material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
- Obscene or otherwise inappropriate for the library environment.
- Unacceptable: this shall include the creation of weapons or weapon parts or the creation of pornographic materials.
- In violation of another's intellectual property rights. *For example*, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.

**All items must be approved by staff prior to printing.**

The library reserves the right to deny Makerspace access if a customer violates any part of the Makerspace policy, or for any other misuse of the space, as determined by library staff.

Customers shall not modify the Makerspace's hardware or software, or install new programs onto the computers. *Any modifications will result in monetary liability for damages and repairs.*

### Material Costs:

#### **3D Printing**

- \$0.25 per gram of 3-D printed PLA and up to 16 hours of print time
- 8 ½ X 11 Card Stock
  - Solid \$0.25/sheet
  - Patterned \$0.40 sheet
- Vinyl- \$2.00/sheet

#### **Poster Printing**

- 2 Foot Poster- 24" x 24" = \$5.00
- 3 Foot Poster- 24" x 36" = \$10.00
- 6 Foot Poster- 24" x 72" = \$15.00
- 8 Foot Poster- 24" x 96" = \$20.00

#### **Sewing Materials**

### **Procedure:**

- You must have a current Cleveland County Library System card to use the Makerspace.
- To use the Makerspace, you must present your valid library card to library staff.
- All customers aged 13 and up may use the Makerspace independently in the presence of library staff. Customers under age 13 may only use the Makerspace if supervised by a parent or guardian at all times.
- Makerspace will only be available during open access hours and scheduled programs.
- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, you must advise library staff immediately.
- The library will only charge for successful completion of a 3D print job. Staff will attempt to print items twice. After the 2nd failed attempt, we will not be able to continue the print process.

### **Guidelines:**

- Follow all safety guidelines and exercise caution with all Makerspace equipment. The library is not responsible for any injuries caused by improper use of equipment.
- Customers must save their files on an external storage device. Any work saved on library computers will be deleted once the computer is turned off and cannot be recovered.
- Items left in the Makerspace after 30 days become property of the library. Unpaid print jobs will be charged to the customer's library card, and normal collection procedures apply, including loss of future use.
- The library is not responsible for any damage to a customer's materials or files, or for any manufacturing defects.
- No food or drinks are allowed in the Makerspace.
- Be respectful of other customers, and do not disrupt someone's work.
- Clean your work area and all equipment before leaving.
- Return all equipment to its proper location.
- When using materials the library has provided, be careful not to waste them. Use only as much as you need, and leave the remainder in a condition that other people may use.
- Each customer must read and sign the library's Makerspace policy and liability waiver.

### **Consequences for violations**

Access to the Makerspace is a privilege and not a right. All Makerspace guidelines are posted in the Makerspace and on the library's website, and Makerspace users are responsible for following the policies. Violating Makerspace guidelines does come with consequences. Possibilities include being asked to leave for the day, being banned from the space, and having library security and police notified. The severity of the consequence will be in proportion to the severity of the policy infraction.

### **Makerspace Agreement**

All patrons must sign release before using Makerspace and its equipment.