

## **Makerspace Policy**

All users of the Makerspace are expected to follow the library code of behavior.

- Only available to users 6<sup>th</sup> grade and up.
- Users 5<sup>th</sup> grade and under must be accompanied by an adult at all times.
- Green screen and video camera may be used to create photography or video recording.
- Computers in the Makerspace are dedicated to Makerspace activities.
- Room has an occupancy limit of 8.
- Users must provide their own external storage devices; the library is not responsible for equipment or files left behind by customers.
- Library equipment cannot be removed from the Makerspace.
- User must accept financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear.
- Food and drink not allowed in the Makerspace.
- The Makerspace will be locked when not staffed.
- Other maker activities will be allowed in this space as approved by Library Management.
- All activities require a library staff member or designated volunteer be present.

## **3D Printer**

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The printer may not be used to create any of the following:

- Items in violation of local, state, or federal law.
- Unsafe, harmful, or dangerous items that pose threat to the well-being of others.
- Offensive or obscene objects. Objects must be appropriate for a public library setting, whose determination is subject to staff approval.
- Items that violate patent, copyright, trademark, or otherwise infringe upon the intellectual property of others.
- Jobs that are too large or complex; printer objects must be smaller than 25 MB.

Supervision of the use of the 3D printer by library staff does not constitute knowledge or acknowledgment of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

Only library staff or designated volunteers are allowed to operate the 3D printer; therefore, the 3D printer can only be used during designated times when library staff or designated volunteers are available.

Files may not be dropped off to be printed. Patrons must help to get the print started, but may leave and come back to pick up the final print. All projects must be paid for in advance.

Finished projects must be picked up within 14 days or they become the property of the library.

While the Library will endeavor to protect the privacy of people who submit print jobs, this cannot be guaranteed.

The Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.

The Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied by the Library.

Only the library's dedicated computer will be connected to the 3D printer.

The user prepares their design using software on their personal computer or a library public computer. Files should end in one of the following extensions: .stl, .obj, or .thing. The design is then saved to a USB drive. Library staff will upload this to the 3D printer.

The cost of expendables (filament) is \$0.10 per gram. The Library does not guarantee a particular color of filament will be available for printing.

If there is high demand, the Library will limit number of prints per week per person or entity.

### **Green Screen & Editing Software**

To use the green screen and GoPro camera for filming and/or photography, a reservation is required. Reservations must be made in advance to ensure a staff member will be present. Two-hour blocks are available with extensions possible for another one-hour block. An adult must accompany Makerspace users under 6<sup>th</sup> grade at all times.

You will need a USB drive to save videos or photos.

You may bring your own props as long as you can carry them in the building, and they do not risk harm to yourself or others.

Make sure no one wears green or they will look ghostly, unless this is what you're going for.

Maker Space computers have special software for photo and video editing.

### **Virtual Reality Headset**

VR Headset can only be used when staff is present. Children under 6<sup>th</sup> grade must have an adult present with them at all times. Sessions will be no longer than one-hour long and may be shorter if in great demand.

Caution: Virtual Reality Sickness may result in some people who use Virtual Reality equipment. Symptoms such as motion sickness, nausea, dizziness, disorientation, visual abnormalities, and other discomfort may occur. Talk to a Makerspace attendant if you have a history of motion sickness or stability disorders such as vertigo or falling unexpectedly. If you feel this is a concern, do not use VR headsets while standing.

### **Webcams**

Users may reserve the room to video conference, but a staff or designated volunteer will be present to monitor use.