

# Makerspace Policies and Procedures

## *Policies*

- Users 12 and under must be accompanied by an adult at all times. Users 7 and under will only be allowed access to certain designated areas of the Makerspace.
- Makerspace along with tools and equipment are for maker activities only.
- Makerspace tools and equipment cannot be removed from the space.
- No food or drink allowed in Makerspace.
- Equipment must be cleaned and space returned to its original condition after use.
- There is a first-come, first-served policy when it comes to utilizing tools and equipment. Time limits may be imposed for high-demand equipment.
- Some tools and equipment are only available for use with the assistance of trained staff, or by appointment. Some equipment requires orientation. See specific equipment procedures for details.
- Makerspace computers do not store projects so please remember to bring your own storage devices, if needed. Library is not responsible for any files or equipment left behind by patrons.
- Any projects left for more than 14 days without prior approval become the property of JMCL.

## *Procedures*

### **The Space**

- The Space will be open for patrons to freely explore and work on projects during Open Space Hours. Times will be posted on our website and in our Program Guide.
- If you have a project for which you would like assistance or advice, or if you would like to use the space or equipment outside of Open Space Hours, you can call or email our makerspace manager to book an appointment.
- Cost of materials:
  - 3D printer- \$.10 per gram of filament
  - Button maker- \$.25 a button after the first 10 buttons madePayments must be made in advance. Refunds or credits to the user's account for interrupted or failed 3D prints may be made at makerspace staff's discretion.

### **A/V Equipment**

- Patrons using A/V equipment for the first time must complete an orientation with makerspace staff before use. Please contact the library to set up an appointment.
- Equipment is available for reservation outside of Open Space Hours. If a separate room is required, a meeting room must be reserved as well. All meeting room policies and procedures apply.

### **3D printer**

- Patrons using the Space's 3D printer for the first time must complete an orientation with makerspace staff before use. Please contact the library to set up an appointment.
- The printer may not be used to create material that is:
  - prohibited by local, state, or federal law
  - unsafe, harmful, or dangerous or poses a threat to the well-being of others
  - offensive, obscene, or otherwise inappropriate for the library environment, including weapons
  - in violation of patent, copyright, trademark or otherwise infringes on another's intellectual property rights
- The library reserves the right to refuse any 3D print request
- Only library filament may be used. While color requests will be considered, they cannot always be guaranteed.

### **Virtual Reality Headsets**

- Patrons using VR equipment for the first time must complete an orientation with makerspace staff before use. Please contact the library to set up an appointment.
- VR equipment only available for users 13 and up.