

MakerSpace Equipment Policy

Approved by the Board of Trustees

March 21, 2016

Due to the complexity and expense associated with the primary MakerSpace equipment (3D printers and laser engraver/cutter, vinyl cutter), the following policies apply:

- The MakerSpace equipment must shut down properly, so all work must be completed, or otherwise terminated by fifteen minutes prior to closing time, subject to the discretion of the senior librarian on premises. (in some cases the 3D printer may continue running, but the laser equipment must be shut down)
- While the library makes every effort to ensure the availability of MakerSpace equipment, it is not possible to schedule staff with sufficient competencies to operate all of the MakerSpace equipment for each of the Library's 62 weekly hours.
- The Library maintains a modest supply of consumable materials in support of the MakerSpace equipment. While the Library seeks to maintain a supply of popular materials, it is not possible to guarantee the availability of any stock.
- The consumable stock is resold to the patrons at their approximate cost (rounding to the nearest nickel).
- The principle costs are:
 - 10¢ per gram for 3D printing filament (3D Printing)
 - 5¢ per in² for laminate woods and 10¢ in² for acrylic (Laser Engraving/Cutting)
- The Library will absorb the costs, in the event of a failed job, for any library supplied stock. There is no provision to reimburse patrons for using their own products in the equipment. After one, or more, failed attempts, the Library reserves the right to refuse further attempts without significant corrective actions.
- There is currently no reservation system. Patrons may operate the equipment on a first-come, first-served basis.
- Patrons should expect an approximate one-hour computer session (understanding some 3D print jobs take several hours to complete). Longer sessions are welcomed, provided other patrons are not waiting.
- A space (Thawspace drive) on the MakerSpace computers has been set aside for users to create and store files. Be mindful that these files can be accessed by anyone using that particular computer.
- In the event the MakerSpace equipment is heavily used, the Library may offer to run a patron's job in their absence. This job is entered into a log to manage its progress and contact patrons upon completion/failure of projects.
- Individuals appearing in person supersede individual jobs on the list.
- Due to the accumulation of odors and particulates, the Library staff reserves the right to interrupt and/or terminate jobs.
- No resale activity is authorized. However, promotional items and prototypes may be created to support businesses, civic groups, hobby clubs, etc.
- No weapons or salacious materials may be fashioned or modified using library equipment.
- The senior librarian on premises reserves the right to refuse or reorder jobs for any reason. The Library would substantiate reasoning before the Board of Trustees, should the patron decide to submit a formal complaint.
- Patrons are encouraged to call ahead to verify stock, equipment, and staff availability when coordinating their projects.
- Patrons must be cleared by the library staff to use the equipment independently