

Makerspace Guidelines

Following these guidelines ensures not only the safety of staff and users, but also the Makerspace's continued usability.

If you fail to follow these guidelines, you may be required to retake the Introductory Course or will not longer be able to use specific pieces of equipment and/or the Makerspace as a whole.

Please initial each of the following guidelines

Behavior You must follow all library policies when using the Makerspace, including: the Patron Responsibilities and Conduct Policy, and the library's Makerspace Policy.	Initials: _____
Safety Read all instructions and labels when using equipment, and use care around hot, sharp, or motorized equipment that might create flying particles. Follow additional equipment-specific safety guidelines as outlined in the Glowforge, Cricut, and 3D Printer training classes.	Initials: _____
Availability The library offers Makerspace equipment as a learning opportunity for patrons and strives to make it available to as many people as possible. While there is no restriction on for-profit use, priority will be given for not-for-profit use. Staff availability and library programming takes precedence over appointments and open sessions, can be cancelled at any time, for any reason.	Initials: _____
Training and Help Training is not comprehensive, but rather the minimum needed to operate the equipment without damage or injury. Read the instructions included with the equipment. Plan to seek out additional tutorials, assistance, and training to help your projects succeed.	Initials: _____
Storage, Care, and Cleanup Store all personal items, including food and drink, in the lockers provided by the library. Return equipment to its designated storage space after use. Do not remove equipment from the Makerspace without staff permission. Clean up your work area before you leave.	Initials: _____
Supplies Use only the materials and supplies provided by the library unless otherwise indicated. Refer our Price List for the most up-to-date pricing (subject to change). Stay with your project to ensure that it will finish properly. You are allowed one reprint for free, per project.	Initials: _____

Printed Name of User: _____ Date of Birth: _____

User Signature/Legal Guardian (if under 18):

_____ Date: _____

Printed Name of Legal Guardian (if applicable): _____

Staff Signature: _____ Date: _____