

# Makerspace Policies, Procedures, and Rules

## Rules During Free Use Time

1. When creating digital content with the Library's equipment, please remember to bring your own storage devices (flash drive) or store your work via an online cloud service. The Library's computers do not store individual work or projects.
2. When the space is open, there is a first-come, first-serve policy for utilizing tools and equipment.
  - a. Please be courteous and share equipment when others are waiting. If others are waiting to use equipment, please limit your time to 30 minutes.
3. Children age five and under must be accompanied by an adult in the room.
4. Patrons need to have received instruction from a librarian or shown proficiency in operating the button maker before use.
5. Food and drinks are prohibited in the Makerspace.
6. Patrons cannot remove Library equipment from the Makerspace.
7. Patrons should use Library equipment in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. The staff has the right to end the use of equipment if deemed necessary.

## 3-D Printing Guidelines

1. Use of the 3D printer during free use times will be on a first-come, first-serve basis. Prints can also be requested by email at any time (see instructions below).
2. A staff member must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have the final say when determining the order of print jobs when there is a queue.
3. During free use times, prints will be limited to one hour or less. If sending a print via email, there is no print time limit.
4. The Library reserves the right to refuse any 3D print request.
5. There is a charge for 3D printing based on the amount of PLA filament used, maintenance of the machine, and time needed to print items. The charge for printing will be \$0.15 per gram of filament used.
6. The Library's 3D printer may be used only for lawful purposes.
7. The Library's 3D printer may not be used for the printing of items that are unsafe, harmful, and dangerous or pose an immediate threat to the safety and well-being of others.

8. The Library's 3D printer may not be used to print items that can be viewed as threatening or racially, ethnically, or otherwise provocative or inappropriate for the Library environment.
9. The Library's 3D printer cannot be used to print objects that violate another's intellectual property rights.

## Submitting a Design for 3D Printing

1. Patrons can submit designs for printing remotely by email to [leoniamakerspace@gmail.com](mailto:leoniamakerspace@gmail.com).
2. Patrons must submit their files in one of the following formats for printing: .stl, .obj, or .thing. Files cannot be larger than 25MB.
3. Files will be printed as we receive requests and when staff is available to print files. Please allow several days for prints to be completed.
4. Staff will provide patrons with an estimate of the cost of the print via email. Patrons MUST pay the print cost at the time of pickup by cash or check. If payment is not made, then items will be withheld.
5. Staff will work to make the most successful prints, but items must be accepted as is. Additional prints will not be made until the first prints are paid for.
6. Items can be picked up at the Reference Desk after staff has sent notification that the print is ready.

## Costs

1. 3D printing – the cost for printing is currently \$0.15 per gram. For example, a print weighing 3 grams would cost \$0.45.
2. Button costs: \$0.25 per button.
3. Payment in cash or check is accepted. The Library does not accept credit or debit cards for payment.

The Library reserves the right to modify this policy at any time, and costs are subject to change.