

# MFPL MAKERSPACE POLICIES

Mammen Family Public Library's (MFPL) mission is to connect people with ideas. The Susan Herr Makerspace is a community resource meant to be shared by members of the community. The Makerspace is designed to inspire personal growth through experimentation, creativity, and the application of knowledge. These state-of-the-art resources and technologies exist to support educational, professional and personal goals and endeavors.

## ELIGIBILITY

- Age restrictions:
  - The Makerspace is designated for use by persons age 18 and older with an active library card in good standing.
  - Youth:
    - Teens: 16 & 17 years old must have a parent/legal guardian with an active library card to co-sign documents. With the signed permission, they may use equipment without parent/legal guardian present after certification or in open Makerspace times.
    - Children: 12-15 years old must be accompanied by a parent or guardian at all times.
    - Children under 12 should check the Youth Services programming for makerspace opportunities

## GENERAL GUIDELINES

- Makerspace equipment is intended for education purposes and prototyping, not for mass production purposes. Staff reserves the right to refuse the creation of any object. The public will not be permitted to use MFPL's equipment to create or manipulate objects that are:
  - Weaponry or parts of weaponry of any kind
  - Prohibited by local, state, or federal law
  - Unsafe, harmful, dangerous, or that poses an immediate threat to the well-being of others
  - Obscene or otherwise inappropriate for the MFPL environment
- No food or drinks of any kind are permitted near the equipment.
- Policies, Safety Procedures, and Liability Waiver must be signed before using the Makerspace equipment. If you are under the age of 18, a release must be signed by a parent or legal guardian.
- A library card in good standing is needed to check out equipment for use in the library. This individual will be considered the main user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. Users must not leave equipment unattended while it is checked out to them.
- Makerspace equipment is for in library use only. Library patrons are not permitted to take home Makerspace equipment.
- Makers must bring their own supplies to work with. If you are unsure about what supplies can be used, please contact the Makerspace Librarian, [maker@mfplibrary.org](mailto:maker@mfplibrary.org) or 830-438-4864
  - Unless otherwise authorized, there is no storage of personal belongings, ongoing projects, or digital content in the Makerspace, on computers or equipment.

- o When storing digital content, you must provide your own storage device.
- o Library staff are not responsible for items left in the Makerspace.
- The library is not responsible for any defects or the quality of any of the equipment in the Makerspace, nor any items created within the makerspace. You are responsible for your creations.
- Makers are responsible for completing the equipment checklist at the end of their session and returning it to staff.
- Makers may temporarily lose access to and require retraining on equipment if they:
  - Cause the equipment to be out of service
  - Fail to follow the equipment usage guidelines
  - Demonstrate a lack of basic knowledge needed to use the equipment

## SAFETY GUIDELINES

- Safety is your top priority when using the Makerspace. If you are not sure what you are doing, ask.
- Makers should act in a manner that does not disrupt the orderly conduct of the space, prevents other patrons from using library resources, or interferes with library employees performing their duties.
- Follow the rules for each piece of equipment.
- Please refer to the Safety Manual for each machine for more detailed safety guidelines.
- Report any unsafe behavior or malfunctioning equipment to library staff.
- Equipment should remain in the library.
- Clean and return any item to its proper storage when not in use.
- Please do not engage in behavior that may startle or distract others in creative space.
- Think through the entire job before starting. Prepare prints or drawings with all dimensions and specifications prior to using machines.
- Never use a broken tool. Report any broken tools or machines immediately.
- Do not remove tools from the room.
- Never walk away from a machine or tool that is still turned on.

## WOODWORKING EQUIPMENT

- Remove or fasten any loose clothing and/or jewelry.
- Keep hands, fingers and hair away from moving parts of the equipment.
- Think through the whole job before starting.
- Always check adjustments on the machines before turning on power.
- Make sure that everyone is clear of the machines before turning them on.
- Start your own machine and remain with it until you have turned it off and it has come to a complete stop.

## LASER CUTTERS

- Never leave the laser unit unattended while operating – always stay within sight. If you need to use the restroom or otherwise briefly leave the space, you **MUST NOTIFY STAFF**.
- Leaving the laser unattended while running without notifying staff will result in an immediate ban of your laser privileges.

- A small, candle-like flame where the laser beam strikes the material is normal. This flame should move with the laser and should not remain lit when the laser has moved past. If there is a lasting flame inside the laser unit that does not extinguish when the laser has moved past, IMMEDIATELY unplug the laser and notify staff.
- Makerspace staff must pre-approve the materials to be used on the laser.
- Make sure the air filter is turned on and running before turning on the laser.

### 3D PRINTERS

- 3D Printers have hot parts that may burn your skin.
- Do not touch the extruder head or the print bed after turning on the machine.

### SEWING MACHINES

- Power the sewing machines off before changing needles, replacing bobbin, or any tasks that require your hands to be near the sewing area.
- Never sew over pins or buttons.
- Always pay attention and keep hands clear of the feeder while sewing.

### HEAT PRESS

- The heat press has hot parts that can burn your skin.
- Do not touch the top part of the press when placing items on the bed for pressing.
- Do not leave the heat press unattended during use.

### SHAPEOKO

- Disconnect the Shapeoko from the power source before changing bits, loading material, or making any other adjustments to the machine.

### CLEAN UP

- Clean up every time whenever you leave an area, including sweeping the floor. Clean and return all tools to where you got them.
- Shut off and unplug machines when cleaning.
- Never use a rag near moving machinery.
- Use a brush, hook, or a special tool to remove chips, shavings, etc. from the work area. Never use your hands.
- Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks, pliers, etc.
- Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.
- Mop up spills immediately and put a wet floor sign over them if they are wet enough to cause someone to slip.

You must sign the [User Agreement Form and Liability Waiver](#)

# MFPL MAKERSPACE USER AGREEMENT FORM

Please print and sign to confirm that you have read, understood, and agree to the Makerspace's policies and safety procedures. Once signed, bring this form to the Makerspace Librarian, or you may scan it and send a copy to [maker@mfplibrary.org](mailto:maker@mfplibrary.org).

By signing this Agreement, you agree to comply with Makerspace's Policies and Safety Procedures, which you acknowledge to have received. The Mammen Family Public Library reserves the right to update and modify Makerspace policies and rules, and the most recent policies and rules should be reviewed before each use of the facility.

Print Participant Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Guardian Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

# MFPL MAKERSPACE LIABILITY WAIVER

You are required to read the following information very carefully and make sure that you understand it fully and sign it before participating in this activity or program.

I, \_\_\_\_\_, agree to abide by the Mammen Family Public Library Makerspace policies. I am fully aware that participation in the Makerspace may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Mammen Family Public Library, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Mammen Family Public Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment. I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

Print Participant Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Guardian Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_