

MFPL MAKERSPACE POLICIES

Mammen Family Public Library's (MFPL) Makerspace mission is to connect people with ideas. 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. Use of makerspace equipment is for personal use only. Community members are encouraged to learn to use new technologies, but we do not intend our makerspace to replace local business services and deprive them of income.

AGE REQUIREMENTS

***All Makerspace Members must have an active library card in good standing.**

- ❖ **Adults:** 18+ Eligible to attend independently.
- ❖ **Teens:** 16 & 17 year olds may attend select classes and work independently with signed parental consent.
- ❖ **Children:** 10-15 years old may attend select classes and must be accompanied by a participating parent or guardian (one child per adult) at all times. Both participants must sign and adhere to the “Special Agreement Clause: Responsibility and Conduct” (reverse side) of the User Agreement & Liability Waiver.

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, however covered drinks are permitted in the Makerspace and classrooms.
- ❖ Policies, Safety Procedures, and Liability Waiver must be signed before using the Makerspace equipment. If you are under the age of 18, a release and/or special clause must be signed by a parent or legal guardian.
- ❖ Some Makerspace equipment may be eligible for in-library use in the Makerspace or other parts of the library—Requirements:
 - A library card in good standing,
 - “DIY” certification for relevant equipment,
 - Signed makerspace use agreement form and liability waiver (required for membership),
 - A confirmed appointment made 48-72 hours in advance.

The individual requesting equipment use 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 for in-library use.

- ❖ Makers must bring their own supplies to work with unless priced materials are available. If you are unsure about what supplies can be used or purchased, please contact the Makerspace staff at maker@mfplibrary.org or by stopping by when Makerspace staff is available.
 - Unless otherwise authorized, there is no storage of personal belongings, ongoing projects, or digital content in the Makerspace, on computers or equipment.
 - When storing digital content, you must provide your own storage device.
 - 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 following the posted equipment checklist.
- ❖ Makers may temporarily lose access to and require retraining on equipment if they:
 - o Cause the equipment to be out of service
 - o Fail to follow the equipment usage guidelines
 - o Demonstrate a lack of basic knowledge needed to use the equipment

SAFETY GUIDELINES

- ❖ Safety is your top priority when using the Makerspace. If you need assistance, 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. Please do not engage in behavior that may startle or distract others in creative spaces.
- ❖ Follow the posted checklist and 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.
- ❖ Clean and return any item to its proper storage when not in use.
- ❖ 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 or equipment from the room without staff permission.
- ❖ Never walk away from a machine or tool that is still powered on and/or in use.

WOODWORKING EQUIPMENT

- ❖ Remove or fasten any loose clothing and/or jewelry and wear close-toed shoes.
- ❖ Keep hands, fingers and hair away from moving parts of the equipment by using special tools or devices, such as push sticks.
- ❖ Always check adjustments on the machines before turning on power.
- ❖ Make sure that everyone is clear of the machines before powering on and using them.
- ❖ 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, 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.
- ❖ Refer to the posted list for materials NEVER TO BE LASERED.
- ❖ Make sure the air filter is turned on and running before running 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 EQUIPMENT

- ❖ Power the sewing machines off before changing needles, replacing the 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 CNC MILL

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

CLEAN UP

- ❖ Respect the shared creative space. Clean up every time you leave an area, leaving minimal work-in-progress stations and return all tools, equipment and unused materials to their appropriate storage areas.
- ❖ 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, waste material etc. from the work area. Never use your hands.
- ❖ 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 / Liability Waiver

COME AND MAKE IT!

Makerspace equipment is free to use; please bring your own supplies. Some materials may be available for purchase in limited quantities. Contact Maker@mfplibrary.org if you have any questions.

Supplies for classes, labs and camp projects are provided. Minimum credit card charge \$1

Laser Engraving Materials:	per sq in		3D Printing:	
Med Draftboard	\$0.05		PLA / PETG / Flex	\$0.10 gram
Med Acrylic	\$0.10		Electronics:	
Thick Acrylic	\$0.20		Button battery	\$0.50 ea
Leather	\$0.27		LED diode	\$0.05 ea
Laser Engraving Blanks:	per item		Cricut:	
Complete name tag	\$1.50		Vinyl/HTV full sheet	\$0.50 ea
Name tag plate only	\$1.00		Small vinyl / HTV	\$0.10 ea
Pet tag	\$0.25		Pens & Watercolor	\$0.10 / pg
Coin	\$1.35		1mm Acrylic sheet	\$0.75 ea
#2 Pencil	3 for \$1.00		Faux leather	\$0.05 / sq in
Carpenter Pencil	\$0.40 ea		Foam Sheets	\$0.15 ea
Hardwood Nameplates	\$2.00		Foiling:	
Sublimation Prints:			Deco foils	\$1.00 / sheet
Prints	\$1.25 / pg		Buttons:	
Ink Only	\$1.00 / pg		Small buttons	\$0.10 ea
Sublimation Blanks:		per item	Med/ lg buttons	\$0.25 ea
Ceramic Mug	\$3.00		Sewing:	
Frosted Glass Mug	\$4.00		Thread (small project)	\$0.10
8 x 11.5 Puzzle	\$1.75		Thread (medium project)	\$1.00
Small Puzzle	\$1.25		Plastic bobbin	\$0.25 ea
Koozie	\$0.75			
Aluminum Bookmark	\$0.50			
Tote Bag	\$1.50			