

## Makerspace Policy

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### What the HCPL Makerspace provides

The HCPL Makerspace provides machines and space to pursue your creative goals in a Do-It-Yourself (DIY) capacity. In this pursuit, we strive for an atmosphere of sharing and learning. The machines are for use by patrons once they have been trained by library employees.

The Makerspace offers the use of software for digital creation and the direct use of the machines.

### HCPL Makerspace Rules

1. You must be trained by a member of the HCPL staff to use the equipment you intend to use.
2. You must sign a waiver to use lab equipment, and parents must sign with minors under 18.
3. A parent or adult guardian must accompany all children under 16 years of age when using the Makerspace.
4. Henderson County Public Library intends to have the facilities available for unsupervised use during normal operating hours. During classes or presentations, independent use will not be possible. The facilities will be staffed as available to assist patrons in learning new techniques or general problem solving.
5. All users must follow the Safety Guidelines.
6. Users may not use Makerspace equipment to create objects that endanger themselves or others. Staff have the right to refuse any project.

### Makerspace Projects

All projects created within the Makerspace must respect the intellectual property of others and follow all U.S. copyright laws. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The patron using the HCPL Makerspace equipment is liable for any infringement. Staff will not assist in these cases.

### Makerspace Safety Guidelines

- Keep hands and arms away from machinery during operation.
- Never use a broken tool or machine. If you notice a tool or machine is broken, inform a staff member right away.
- Keep the floor clear of clutter, wires, and/or trip hazards.
- If you are unsure about how to safely operate machines or equipment, ask a staff member.
- PPE: Masks, gloves, and safety goggles should be provided by the Maker according to their needs.

Safety systems are in place for a safe environment and should be used according to the procedures provided for each machine.

Each machine has a detailed step-by-step list of instructions for using the respective machine. Follow these instructions to ensure safe operation.

## Machine-Specific Safety Considerations

The computers in the Makerspace have the Instruction Manuals in pdf format. Please refer to these manuals for more detailed safety guidelines for each machine.

### Zing Laser Engraver

- Never leave the Zing unit unattended while operating. Look inside frequently. If you need to briefly leave the space, notify a member of the library staff.
- If there is a lasting flame inside the Zing unit that does not extinguish when the laser has moved past, pause the machine, unplug the Zing, and notify staff.
- Makerspace staff must pre-approve the materials to be used on the Zing.
- Make sure the Fumex air filter is turned on and running before operating the Zing.

### Lulzbot Mini 3D Printer

- **Do not touch the extruder head or the print bed after turning on the machine. Both are hot enough to cause burns.**
- When removing prints from the 3D printer bed, point the scraper away from your body.

## Makerspace Usage

Media for the machines is available at a price set to cover the expenses of the facility. Fees will be posted and are subject to change.

3-D Printing filament	10¢/gram
Poster 18"x24"	\$3.00
Poster 24" x 36"	\$6.00
Vinyl print	\$2.50/linear foot

For use of the Epilog Zing Laser Engraver, patrons will provide their own materials for projects, and must follow guidelines for acceptable materials as outlined in the Epilog Zing 16/24 Laser System Manual Appendix B. Digital copies of this document are available on the Makerspace computer, and a physical copy is available in the Makerspace Binder. Laminated copies of Appendix B are also available for reference. Staff have the right to refuse any materials or projects.

## Hours of Operation

The Makerspace hours of operation are normal business hours for the HCPL. Hours may be subject to change for maintenance of the machines or other unusual circumstances. Scheduling time for machine use will ensure the machine is ready for the maker. All projects must be completed during standard hours of operation unless otherwise arranged with Makerspace staff. No maker can be in the library facility after hours, though some projects may continue to run past the closing time of the library.

## Makerspace Reservations

Patrons may only reserve one machine at a time. If machines are available, Makerspace staff may approve the use of multiple machines at one time, on a case-by-case basis.

Walk-in use of equipment in the Makerspace is on a first-come, first-served basis. Limited staff assistance will be available during Open Hours. For more in-depth assistance, users may schedule an appointment with a staff member.

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