Rodman Library Makerspace Rules & Procedures

The makerspace is a place for patrons to design, create, and learn new skills. We have many machines, including a 3D printer, a Cricut Maker, a mug press, and a heat press. The space is open to patrons of all ages on Mondays through Thursday from 10-5 and by appointment.

In order to best serve our patrons, the following rules and procedures must be followed:

1. Before using any equipment, patrons must:
    a. Have a library card
    b. Read and understand the user agreement
    c. Sign a release and hold harmless agreement
    d. Meet age requirements and/or be accompanied by a guardian
    e. Either have prior training on chosen machine or be accompanied by a staff member
2. Rules
    a. No food or drink is allowed in the lab.
    b. Patrons are asked to only work on one project at a time if anyone else is waiting to use a machine.
    c. The makerspace closes 30 minutes before the library closes. All work must be completed no later than 30 minutes before the library closes. No project can be left running while the library is closed. The library assumes no responsibility for material costs associated with incomplete projects.
    d. Use of the makerspace computers and machines are limited to 2 hours per day per piece of equipment. Patrons may ask reference staff members for extensions. The library reserves the right to extend or reduce patron usage at its sole discretion.
    e. An acceptable materials list is available for all of the machines.
    f. Patrons are not permitted to use the Makerspace to create materials that violate local, state, or federal laws or regulations; look like, function as, or appear to function as weapons or parts thereof; or may be construed as obscene or otherwise inappropriate for the Library environment.
3. Procedures
    a. Patrons must sign in at the Information Desk with their library card before entering the makerspace. Library cards will be held at the desk and will be returned upon completion of their project. The patron's card will be returned once all materials, equipment, and tools have been returned.
    b. Patrons must inform library staff of any incident that occurs in the makerspace including any instances of tools or equipment not working or becoming unsafe to use.
4. Age requirements
    a. Patrons under 14 must be accompanied by an adult.
    b. Patrons age 14 and up may use the equipment if accompanied by an adult
    c. If patron is age 14-18, both the patron and a guardian must read and sign the user agreement in order to use the equipment.
    d. The only exemption to the age requirements is the button maker.

5. Appointments
   a. Appointments can be made by calling (330)821-2665 Option 5 or emailing the Information Department at rodmaninfo@gmail.com. A link will also be available on our website.
   b. Appointments can be up to two hours long and can be made up to two weeks in advance.
   c. If a patron is more than 15 minutes late, their time will be forfeit and someone else may use the space.
   d. Walk-ins will also be accepted during makerspace hours if the space is not too full. Otherwise, patrons will be asked to make an appointment.
6. Training
   a. There will be training offered upon request for each machine in the makerspace. Once a patron has gone through said training and used the machine twice they will be certified to use it by themselves.
   b. PDF instructions and video tutorials will be made available online.
   c. Training is mandatory for the patrons to use the machine by themselves.
7. Costs and Payment
   a. Patrons are responsible for all costs associated with a project regardless of their satisfaction with the results.
   b. Failure to self-report material usage and pay for materials will result in suspension of makerspace privileges.
   c. All material costs are broken down and posted in the makerspace. An acceptable materials list is also available for every machine if you would like to bring your own at no cost.
   d. Payments must be made before the patron may take the project out of the building.
   e. If a patron fails to pick up a project, the cost will be billed to their library card as a fine.
8. 3D Printing
   a. Patrons will not be allowed to use the 3D printer. Staff members will do all printing.
   b. Patrons may use our software to design projects. All designs must be submitted via the email to rodmaninfo@gmail.com.
   c. Project turnaround will be approximately 1 week. Patrons will be notified once their project is complete and ready for pickup. If the patron does not pick up their project within 7 days, the cost of the project will be fined to their library card. Projects that are left for 14 days or more will be disposed of at the library's discretion.
   d. Staff will not remove supports from the model. That responsibility falls to the patron and they may do so in the lab with our tools.
9. Liability
   a. The library does not accept any responsibility if the patron's personal property or project is harmed, does not print correctly, or does not work.
   b. Patrons are financially responsible for any damage to makerspace equipment that arises from misuse.
   c. Patrons will respect all intellectual property and copyright laws. Patrons are responsible for obtaining their own protection for intellectual property developed in the makerspace.
   d. The machines are not for commercial use. Patrons will not use the makerspace to produce items for purchase. No more than 10 of any item may be made.