

# Riter C. Hulsey Public Library

## Makerspace

### Policies & Procedures

The Riter C. Hulsey Public Library supports its mission to provide information, educational and recreational resources to meet the needs of the community it serves. The use of the Makerspace is governed by the following policies.

Patrons wishing to use the Makerspace, or any equipment contained within it, must read and sign this policy before they may use it.

#### **Policy:**

- The Library's Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace and any included equipment to create material that is:
  1. Prohibited by local, state or federal law.
  2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
  3. Obscene or otherwise inappropriate for the Library environment.
  4. In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- Patrons may not modify the hardware or software, or install new programs onto the Makerspace computers.
- The Library reserves the right to deny access to the Makerspace if a patron violates any part of the policies, or for any other misuse of the space, as determined by Library staff.

#### **Procedures:**

- Patrons must have a current Library card to use the Makerspace.
- To request access to the Makerspace, a patron must show their Library card to Library staff.
- The user bears responsibility to use the items properly and to pay for any expended consumables and missing or broken parts. Machines will be checked out to individuals while in use and will be checked back in upon completion.
- Individuals using the machines must notify staff when finished with the machine. All items must be in the same condition in which it was borrowed. The machines are for in-house use only, and must stay in the designated location while in use and checked out.
- For groups using the Makerspace, one individual must accept responsibility on behalf of the group when using the machines, but each member of the group must watch the

training videos and sign the Makerspace Policies & Procedures, Liability for Use Form, and Equipment Policies.

- A parent or legal guardian must accept responsibility and check out the machines for children ages 12 and under and supervise use at all times. Minors age 13 and up may check out machines for individual and/or group use and must sign the Makerspace Policies & Procedures, Liability for Use Form, and Equipment Policies along with their parent or legal guardian.
- Some equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has attended a training class, passed any required certification test for that piece of equipment, and received approval from staff for each use. Each approval will be documented in the library patron's account.
- Library staff members are happy to assist Makerspace users as time permits. Staff has limited availability to provide this assistance on demand.
- Makerspace tools and devices that are free to use include the following: Imagination Wall, Collaboration Space, Die Cut Machine, Sewing Machine, Laser Engraver and Cutter, Spark! Insight Maker Cart, and the Podcast Booth. Makerspace machines that have associated fees for use include: the Button Maker, 3D Printer, and the 3D Pen. The detailed fees can be found listed within the Equipment Policies. These fees are subject to change.
- Makerspace equipment may not be left unattended while it is in use; patrons must remain with it at all times.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time.
- The Makerspace equipment must be reserved for use during designated times.
- The Makerspace will close and be locked 15 minutes before the Library closes. Please ensure all work is completed, equipment is turned off and the work area is cleaned before this time. Work on the equipment should conclude, the area cleaned and the workstation restored 15 minutes prior to the end of a reservation time.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a replacement cost.
- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, alert Library staff immediately.

### **Guidelines:**

- Follow all safety guidelines and exercise caution with all Makerspace equipment.
- The Library is not responsible for any injuries caused by improper use of equipment, damage to a patron's files or for any manufacturer's defects.
- All work saved on Library computers will be deleted at the end of each session. Patrons must save files to an external storage device.
- Be respectful of other patrons, and do not disrupt someone's work. Be sure to clean your work area and all equipment before leaving.
- Patrons must read and sign the Library's Makerspace liability waiver before use.

**Makerspace Agreement:**

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment.

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Maker's Signature

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Date

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Library Card Number

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Email address**Parent or Legal Guardian's Signature (if under 18)**

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Signature

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Date

# Riter C. Hulsey Public Library

## Equipment Policies

The Library's Makerspace includes items selected for all ages and includes kits, software, equipment and accessories. These items are intended for in-house use and for self-guided exploration, practice and production.

### **Imagination Wall**

*Designated location: Main Library (301 N. Rockwall Ave)*

Patrons may use the Imagination Wall at any time during regular Library hours. There are multiple Lego pieces provided. Users must clean up any pieces that are dropped on the ground. There is no charge to use the Imagination Wall.

### **Collaboration Space**

*Designated location: Main Library (301 N. Rockwall Ave)*

The Collaboration space is an area with seating at dry-erase tables available for group use free of charge. Dry erase kits are available at the circulation desk for check out. The patron that checks out the kit will be charged replacement costs for any items damaged or not returned.

### **Die Cut Machine**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

The die cut machine is available for patron use via reservation, during regular Makerspace hours. Patrons that bring their own materials may use the machine free of charge. Library materials are available for use at .10 per sheet.

### **Sewing Machine**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

The Library has a Brother XL 3200 sewing machine which is free to use. The Sewing Machine must be reserved for use during designated Makerspace hours. Patrons must bring their own project materials (thread, fabric, etc). There is no charge to use the Sewing Machine. Books on skill building and project ideas are available for check out to users that need assistance.

## **Button Maker**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

The library has two button maker machines; Instant Button Maker (2.5”) and an American Button Machine #54226 (1.5”). The Button Makers must be reserved for use during designated Makerspace hours. Patrons may download images from the internet or design your own. The library can provide an electronic template for printing sizing purposes. Patrons may use the Button Maker for .25 for small buttons and .50 for large with a limit of 100 buttons per month. Current library printing policies and costs apply for the printing of photo templates.

## **3D Printer**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

The Library has a 3D Poly Printer 229 that is available for use by patrons. The patrons must use the filament provided by the library at a price of \$0.10 per gram of used materials. Any materials that were a misprint will still be included in the weight, along with the final product. The 3D printer must be reserved for use during designated Makerspace hours. Each patron will be limited to using one color of filament per day. The patron can create their files during their reservation time or come in with their files (in STL format) already created. The library will limit the use of the 3D printer to two hours per patron per day. If a patron requires more than two hours to complete their print, they must contact the library staff to confirm on machine and staff availability. The library will not allow prints to be made that will not be completed thirty minutes before our closing time.

## **3D Pen**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

The library has a MYNT3D 3D PEN SUPER that is available for use by patrons. The patron must use the filament provided by the library at a price of \$0.10 per gram of used materials. The 3D Pen must be reserved for use during designated Makerspace hours.

## **Laser Engraver and Cutter**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

The library has a XTool Laser Engraver and Cutting machine that is available for use by patrons. The user must bring their own materials. It is recommended that designs are created before coming so that the time is spent for machine use. There is no charge to use the machine. The Laser Engraver and Cutter must be reserved for use during designated Makerspace hours.

## **Podcasting Booth**

*Designated location: The Literacy Depot (406 N. Rockwall Ave)*

A sound diminishing booth is available for use by patrons as well as podcasting equipment. Users may bring their own equipment if preferred. There is no charge to use the Podcasting Booth. The Podcasting Booth must be reserved for use during designated Makerspace hours.

## **Spark! Insight Maker Cart**

The Discovery Maker Spark is a mobile learning center designed for teachers and other educational professionals to bring STEM and Makerspace activities to any individual or group.

The items contained in the Maker Cart have been selected for all ages, are designated for Children, Young adult and adult use, and includes kits, software, equipment and accessories. These items are intended for in-house use and for self-guided exploration, practice and production.

- NO food or drink is allowed when using the Maker Cart or any of the included kits.
- Patrons bear responsibility to use the items properly and to pay for any expended consumables and missing or broken parts. Items will be checked out as “kits” to individuals.
- The person checking out the kit must return it to the same location where it was borrowed. All items must be returned in the kit in the same condition in which it was borrowed, and not combined with items from similar kits.
- Read the safety warnings and instructions in this guide before using the cart.
- Do not place more than 25 pounds on the top surface.
- Do not attempt to repair or replace any part of the cart. If the cart is not functioning properly, let Library staff know immediately.
- Do not lean on the cart doors. Doing so can cause the cart to tip over, which may result in damage to the cart and/or personal injury.
- The cart should only be moved by adults who have read the manual and understand the safety instructions.
- Disconnect the power cord before moving the cart to a different location.
- Make sure all four brakes are set before opening the cart doors and allowing students to use the cart.
- To prevent the cart from tipping over, never place the cart on a steep incline when moving it to a different location.
- Make sure the cart is stored or used in an area with adequate ventilation.
- Make sure the cart doors are closed and locked completely before moving the cart to a different location.
- Avoid sharp impacts to the monitor. Breakage of the panel or shattered glass may occur and cause injury.

**Makerspace Equipment Agreement:**

By signing this Policy, I indicate that I understand the terms of this Policy and agree to abide by it when using the equipment.

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Maker's Signature

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Date

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Library Card Number

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Email address

## Liability for Use Form

### Adult:

I understand and agree that the Riter C. Hulsey Public Library and the City of Terrell, its members, officers, directors, agents and elected officials have no liability or responsibility of any nature for injuries or damage to any person or property which may be caused by my use of the Makerspace and any materials, machinery, or tools therein. I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the Library and the City of Terrell, its members, officers, directors, agents, elected officials, and their heirs, administrators, executors, successors, and representatives from all liability for all risk of damage or bodily injury or death that may occur to me (including any injury based on negligence) now or hereafter in connection with my use of the Makerspace and any materials, machinery, or tools therein. I expressly agree that this release, waiver and indemnity is intended to be as broad and inclusive as permitted by the State of Texas and that if any portion is held invalid, the remainder shall continue in full force and effect.

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Maker Signature

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Date

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Printed Name

### Minor(s):

I am the parent/legal guardian of the below-listed minor child(ren), and I understand and agree that the Riter C. Hulsey Public Library and the City of Terrell, its members, officers, directors, agents and elected officials have no liability or responsibility of any nature for injuries or damage to any person or property which may be caused by my use of the Makerspace and any materials, machinery, or tools therein. I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the Library and the City Of Terrell, its members, officers, directors, agents, elected officials, and their heirs, administrators, executors, successors, and representatives from all liability for all risk of damage or bodily injury or death that may occur to me (including any injury based on negligence) now or hereafter in connection with my use of the Makerspace and any materials, machinery, or tools therein. I expressly agree that this release, waiver and indemnity is intended to be as broad and inclusive as permitted by the State of Texas and that if any portion is held invalid, the remainder shall continue in full force and effect.

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Parent/Guardian Signature

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Date

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Print Parent/Guardian Name

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Print Minor Child's Name

\*Children 12 and under must be accompanied by an adult at all times while in the Makerspace.