

# Wyckoff Public Library

## Maker Space Policies & Procedures

The Maker Space at the Wyckoff Library is a place for community members to connect, discover, and create. The library strives to provide enriching opportunities for people to learn new skills and collaborate. The Maker Space will provide access to a variety of tools that allow patrons to make, explore, and tinker.

The Maker Space is open during normal library operating hours. Some aspects of the studio are only available with the assistance of trained staff and volunteers, or by appointment. In addition to “drop in” opportunities, there will be guided programs led by staff, volunteers, or expert makers on a regular basis.

Those wishing to utilize the tools and the Maker Space must submit a completed waiver. Children under 18 must have the waiver completed by a parent or guardian. Children under the age of 12 must be accompanied by an adult when in the Maker Space.

The Maker Space received funding from State Farm and the Friends of the Wyckoff Library.

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### HOW TO USE THE MAKER SPACE

1. Check in at the Reference Desk if you would like to use the Maker Space.
2. Submit a completed liability waiver. For Children under 18 a parent or legal guardian must complete the liability waiver. (see attached)
3. Children age 12 and under must be accompanied by an adult, at all times, who is in the room.
4. When the space is open, there is a first come, first serve policy when it comes to utilizing tools and equipment. Please be courteous and share equipment when others are waiting. If others are waiting to use equipment, please limit your time to 30 minutes.
5. When creating digital content with the library’s equipment, please remember to bring your own storage devices (flash drive), purchase one at the Circulation Desk, or store your work via an online cloud service. The library’s computers do not store individual work or projects.
6. Library equipment cannot be removed from the Makerspace room.

7. Library equipment should be used in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff have the right to end the use of equipment if deemed necessary.
8. Food and drinks are prohibited in the Makerspace.
9. Have fun creating!

### **3-D Printing Procedures & Guidelines**

#### **POLICIES**

1. The library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is: Prohibited by local, state or federal law. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. Obscene or otherwise inappropriate for the Library environment, including weapons. In violation of another's intellectual property rights. For example, the printer may not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Library reserves the right to refuse any 3D print request.
3. The Library seeks to recoup materials costs. Therefore, there is a charge for 3D printing of \$.10 per gram. The cost is derived from the PLA filament cost and machine maintenance. The cost is subject to change. Changes will be posted to the library website.
4. Patrons will not be charged for prints that are defective due to printer problems.
5. Only the Library's filament is allowed to be used in the 3D printer.
6. 3D prints that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
7. A staff member or trained volunteer must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have final say when determining the order of print jobs when there is a queue.
8. Printed objects may be photographed and displayed on the library's website. Special consideration for patent or copyright reasons will be considered by the Library Director.

#### **PROCEDURES**

##### **CREATE**

1. You will need basic understanding of Computer Assisted Drawing (CAD).
  - a. See the library's website for links to helpful websites. Video tutorials that accompany CAD programs can be of assistance.
  - b. 3D model designs must be saved as: STL, OBJ, DAE or AMF
  - c. Model designs need to be imported into Cura software. When saving, select SAVE TO REMOVABLE DISC, the file will be converted to GCode. The Library provides access to computers with Cura (for Ultimaker) installed.
2. Digital designs also are available from various file-sharing databases such as thingiverse.com. You can print or modify designs that are not protected by copyright.

## **PRINTING**

1. Use of the 3D printer will be by appointment. Appointments can be made in person or by email, [makerspace@wyckofflibrary.bccls.org](mailto:makerspace@wyckofflibrary.bccls.org). Please allow several days for prints to be completed, although they may be completed sooner.
2. Prints must be started at a minimum of 1.5 hours before the library closes. If the estimated print time is over 1 hour, then the job must start earlier.
3. Prints take a considerable time, often over 1 hour. If the print job is under one hour the patron must remain onsite to monitor the job. If the print job is over one hour the patron must remain for the first 30 minutes. The Library will view all files in Cura before printing. The Library will utilize the Cura software to make an estimate of the print time.
4. Final prints will be weighed. Payments will be made at the Circulation Desk.

Please note that the Policies and Procedures governing the use of the Library's 3D printer are subject to change without notice.

## **Button/Magnet Machine**

1. Patrons need to have received instruction from a librarian or shown proficiency in operating the button maker before use.
2. Patrons may bring or create an image. Patrons are welcome to use paper, colored pencils, and markers to create images at no charge. If you choose to print an image using the library printers regular charges apply - \$.25 for a color page, \$.10 for a B&W page.
3. For each button/magnet/keychain made there is a charge of \$.25 which will be paid at the Circulation Desk.

## **Laminator**

1. Patrons need to have received instruction from a librarian or shown proficiency in operating the laminator before use.
2. For each laminating pouch used there is a charge of \$.25 which will be paid at the Circulation Desk.
3. If patrons supply their own pouch there is no charge.

This policy is based on best practices of New Jersey libraries.

## Wyckoff Public Library Maker Space Liability Waiver - Individual Adult

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, \_\_\_\_\_, am fully aware that participation in the Wyckoff Public Library Maker Space 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 Wyckoff Public Library and Township of Wyckoff, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney 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 liability waiver, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Wyckoff 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.

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Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
e-mail Telephone #  
where you can be readily contacted

\_\_\_\_\_  
Signature

