

# 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 for limited 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. Trained community members will be granted additional access.

### **SAFETY**

Safety is the primary concern regarding the use of library equipment. The Library reserves the right to refuse the use of equipment at any time for reasons of safety. Procedures for each tool vary and can change.

### **TRAINING**

The Library shall provide opportunities for training either by appointment or by classes. Users that demonstrate competency in the use of a particular tool will have an entry made into their library card record as a non-blocking note.

### **USERS**

Users are not restricted by residency; however, the Library may give priority to Wyckoff residents. The Library may utilize registration forms for the purposes of scheduling tool use and tracking training. 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. Some tools require special training for safety purposes. Users that violate any policies or procedures will forfeit future use of equipment. Age limits may be placed on certain equipment.

### **MATERIALS AND FEES**

The Library may charge fees for the materials it provides. Examples include PLA filament, poster printer paper, iron-on vinyl transfer film, etc. Fees will be posted on the website. Patrons using their own materials must have those materials approved by staff or a volunteer. The Library cannot guarantee the success of any project. Failed prints, cuts, or other fabrication resulting in loss of materials may still incur a material fee. The Library will not reimburse users for loss of their own materials due to a failed project.

## **COPYRIGHT**

The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person using Library equipment is liable for any infringement. The Library may request that objects created with Library equipment be photographed for promotional purposes.

## **LIMITATIONS ON USE**

Projects must be completed during regular public service hours. If staff determine that a proposed project plan cannot be finished within the scheduled time frame the request may be rescheduled.

The equipment of the Wyckoff Public Library may not be used to fabricate any items, in part, or in whole, that are:

- prohibited by local, state or federal law
- used as weapons
- unsafe, harmful, dangerous or pose a threat to the well-being of others
- obscene, offensive, threatening or otherwise inappropriate for the public library environment, at the discretion of the Library.
- in violation of another's intellectual property rights.

Written appeals may be directed to the Library Board.

## **PROCEDURES**

1. Check in at the Reference Desk if you would like to use the Maker Space. If you have completed a training/orientation you may use the space with or without staff/volunteer supervision. For those that have not completed the training, staff will determine if they can provide assistance immediately or assist patrons to schedule an appointment.
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. Library equipment cannot be removed from the Makerspace room.

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

### *Policy considerations and language of other public libraries*

The Wyckoff Public Library reviewed the policies of the following libraries: Hillsdale Free Public Library, Gloucester County Library System, Piscataway Public Library.

## **3D PRINTING**

1. Use of the 3D printer is by appointment. Appointments can be made in person or by email at [makerspace@wyckoff.bccls.org](mailto:makerspace@wyckoff.bccls.org). Please allow several days for prints to be completed, although they may be completed sooner. You can also email an .STL file to [makerspace@wyckoff.bccls.org](mailto:makerspace@wyckoff.bccls.org) with all the details and we will let you know when your print is complete.
2. Prints must be started 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. Prints take a considerable time, often over 1 hour.
3. The library will view all files in Cura before printing and will utilize the software to make an estimate of the print time.
4. Final prints will be weighed. Payments will be made at the circulation desk. The charge for printing is \$.5 per gram with a minimum of \$.25. 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.

## **Sewing Machine**

1. Use of the sewing machine is available by appointment. Staff may be able to provide basic instruction.
2. Patrons who have received training can use the machine without staff supervision, but must email or call ahead to make an appointment.

## **Cricut Machine**

1. Use of the Cricut machine is available by appointment. Staff may be able to provide basic instruction.
2. Patrons who have received training can use the machine without staff supervision, but must email or call ahead to make an appointment.
3. Patrons are encouraged to bring their own materials. The library has limited supplies.

## 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:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the Library environment, including weapons.
  - d. 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 \$.05 per gram, minimum \$.25. 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, trained volunteer or a patron who has completed training 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 a basic understanding of Computer Assisted Drawing (CAD). There are many free options. The library uses Tinkercad.
2. 3D model designs must be saved as these file types: STL, OBJ, DAE or AMF
3. Model designs then need to be imported into Cura, a free downloadable software. The file will be converted into a GCode file when it is saved. The library provides access to computers with Cura (for Ultimaker) installed.
4. Model designs also are available from various filesharing databases, such as Thingiverse. You can modify/print designs that are not protected by copyright

## 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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
e-mail

\_\_\_\_\_  
Telephone #  
where you can be readily contacted

\_\_\_\_\_  
Signature

