



MAKERSPACE POLICY

Policy #255 – Updated 11/20/24

PURPOSE

The Warrenville Public Library District (WPLD) provides access to technology and equipment to support educational, professional and personal enrichment. The Makerspace Policy establishes the guidelines for staff and visitors to utilize the Library’s 3D printer, vinyl cutter and any other makerspace equipment and supplies, currently known as the Creator Cart.

USE OF EQUIPMENT & SUPPLIES:

- **Library & Staff**
 - The Library’s makerspace equipment may only be operated by designated, trained Library staff.
 - Library-related programs and projects will be given priority use of the makerspace equipment. When not being offered through a program, the makerspace equipment will only be available for in-house use, and may not be checked out.
 - While Library and visitor use takes priority, staff and trustees may use makerspace equipment for personal use. Staff and trustees may produce up to three projects a month costing no more than \$10 per project. Staff and trustees must pay for any excess costs or additional projects.
- **Library Users**
 - All library visitors may request to use the Library’s makerspace equipment and supplies, though preference may be given to WPLD members depending on demand and availability.
 - Public users may not directly operate the Library’s makerspace equipment themselves, but may “use” the equipment with the supervision of designated, trained Library staff.
 - Users must be at least 12 years of age. Users under age 12 must be supervised by a parent/legal guardian to use makerspace equipment.
 - While walk-ins will be considered if staff and equipment availability allow, appointments should be made with Library staff to use the makerspace equipment.
 - Appointments will be for 60 minutes and will be taken on a first-come, first served basis.
 - Users will not be allowed to run over their reserved time and should build in appropriate time to clean the space before their appointment ends.
- **General Use**
 - All users are required to take all applicable safety precautions in connection with use of the equipment.
 - Users are responsible for returning and restoring all equipment, supplies and workspace to the condition and placement they were upon first use.

- No food or drink is allowed while using the equipment.
- Faulty equipment, supply or space concerns must be reported immediately.
- At staff discretion, a limit on the number of users that may operate makerspace equipment at one time may be imposed.
- Use of some makerspace equipment may have associated fees. Please see the Makerspace Chart of Materials & Fees on the Library's website for further details.

PROJECT CONTENT

1. The Library's equipment may only be used for lawful purposes, and will not be permitted to be used to create objects that:
 - a. Are prohibited by or violate any local, state, or federal law;
 - b. Are unsafe, harmful, dangerous, or which pose an immediate threat to the well-being of others, including weapons or weapons parts;
 - c. Contain obscene, violent, or sexually explicit content and/or language, or is otherwise inappropriate for the library environment;
 - d. Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - e. Threaten any person or organization;
 - f. Are in violation of copyright, patent or trademark protection laws or intellectual property rights. Provisions for fair use of artwork and other creative works are extremely restrictive. Patrons are personally responsible for knowing the copyright status of any material they wish to use in projects created on Library equipment, and for obtaining written permission from the copyright holder before use;
 - g. Are in violation of the terms of use of the manufacturer of the equipment;
 - h. In violation of any other Library policy or procedure.
2. The Library reserves the right to:
 - a. Review and approve all project requests and materials before printing, cutting or otherwise producing;
 - b. Refuse any request;
 - c. Refuse future requests from individuals who have violated this policy;
 - d. Stop project production for any reason;
 - e. Set a limit as to the maximum amount of time a project may take;
 - f. Limit the number of requests; or
 - g. Photograph, film and share time-lapsed videos of the production of projects, providing that the photo or video does not contain personally identifying information.
3. The Library recognizes that an original design is the property of the designer and will not duplicate that design for someone else without permission of the content creator.

PROJECT SUBMISSION

- 3D Printer - Print requests must be submitted via the Library's online submission form. If assistance is required with project or its submission, requestors should contact the library to schedule a one-on-one session with staff.
- Vinyl Cutter - Vinyl cutter project requests must be made by scheduling a one-on-one session with staff in order review and produce the project. Walk-in appointments may be considered depending on staff and equipment availability.

- For specifications regarding the equipment, dimensions, project sizes, file types, etc., users should refer to the Library's website.
- Print requests are subject to review by library staff. Approval or rejection of the request will be communicated via the communication method(s) indicated with the request.
- Upon approval of a project, an estimated time of completion will be communicated to the requestor.
- 3D Printer
 - Print requests with excessive print times may not be given first priority, or may be rejected altogether.
 - Generally, allow 7-14 days printing time, but please note that printing times cannot be guaranteed and may vary due to various factors, including but not limited to printer and staff availability.
 - Generally, 3D prints will be completed on a "first come, first served" basis. However, library staff may use their discretion when scheduling production of objects in order to maximize the productivity of the equipment.

MATERIALS & PRODUCTION COSTS

- All projects cost a flat fee plus costs based on the material used. Users should refer to the Makerspace Chart of Materials & Fees on the Library's website.
- For a list of types and colors of filament, vinyl and other material the Library has available for projects, users should refer to the Makerspace Chart of Materials & Fees on the Library's website.
 - Material availability may vary depending on supply and demand.
 - While material preferences may be submitted through the submission form, selected choices may need to be substituted for available materials. Staff will do their best to communicate the changes before production, but may still make changes at their discretion.
 - When submitting a project, if the desired material type or color is not available, users may request that the Library purchase the desired material. Staff will consider the request and notify the user of the decision.
 - 3D Printer – Upon approval, users are welcome to donate the desired filament to the Library for the use of their project. If approved, the material cost of the current project would be waived and only the flat fee will be charged. Leftover material remains property of the Library.
 - Vinyl Cutter – Upon staff approval, users may use their own material for their project. If approved, the material cost of the current project would be waived and only the flat fee will be charged.
- Users will be notified of a project's cost estimate once staff confirm receipt and approval of the project request.
- Projects can be paid for after production is completed.

PROJECT PRODUCTION

- If a project requires modifications, staff will do their best to communicate the changes before production, but may still modify submitted designs at their discretion. Examples of such modifications include, but are not limited to:
 - Scaling the object's dimensions larger or smaller
 - Changing its orientation
 - Adding flat surfaces to the object
 - Breaking a larger object into smaller components for production

- If no such modifications are desired, then users may indicate so on the submission form. Without some of these modifications, it may not be possible to produce an object.
- 3D Printer - Only designated and trained Library staff will operate the 3D printer. Users are welcome to observe the 3D printer in operation and may make arrangements with staff if they wish to view their project being printed.
- Vinyl Cutter - While users may work with staff to “use” the vinyl cutter for their project, only designated and trained Library staff will operate the vinyl cutter.
- Project results:
 - The Library cannot guarantee and is not liable for the final appearance of projects.
 - If a failed project is a result of staff mistake or malfunction of Library equipment, the Library will do its best to reproduce the request at no additional cost.
 - The Library is not otherwise responsible for failed projects or projects with unexpected results, although staff will do their best to assist in the completion of successful projects.
 - When not at fault for a failed project, the Library will not waive project costs/fees.

PICKUP & PAYMENT

- Users will be notified by email, phone or in person when their project is complete.
- Projects must be picked up and paid for by the individual who submitted the project, unless otherwise arranged.
- Projects will be held for pickup and payment at the Member Services Desk for 30 days after the individual has been notified. After 30 days, a fee totaling 50% of the project cost will be added to the user’s library account and the item becomes the property of the Library and may be discarded.
- Projects must be picked up and paid for before a user may submit another request.

LIABILITY

- The Library is not responsible for any damage, loss of data, or security issues that arise from or is related to the use of the Library’s computers, network or makerspace equipment.
- The Library is not responsible for the functionality or quality of projects produced using the Library’s makerspace equipment or for any injuries or damages that result from use of produced objects.
- Any views or opinions expressed via use of the Library’s makerspace equipment are those of the user and not of the Library. Further, use of makerspace equipment does not constitute or imply an endorsement, recommendation, or favoring of any view or opinion expressed by the projects produced.
- The Library assumes no responsibility or liability for a user’s compliance with copyright and trademark laws.
- Supervision of the use of the Library’s makerspace equipment by Library staff does not constitute knowledge or acknowledgement of any unapparent final use of the makerspace product and the Library specifically disclaims any knowledge thereof.