



The Library DIY and Makerspace Orientation & Safety Guide

Makerspaces afford wonderful learning opportunities for creation and collaboration, but such spaces often contain equipment that may pose dangers and hazards to those who operate them. The Library's DIY and Makerspace Safety Guide and Orientation provides information to ensure the safety of customers and staff and to protect the equipment from negligent and unsafe operation that could pose dangers/risks to customers and staff.

General Information

- All equipment closes 30 minutes before the building closes. No exceptions.
 - Walk-ins welcome, but appointments are preferred.
 - Must sign in with staff before using the equipment w/ library card or picture ID.
 - Do not save projects to library computers; must save files to a flash drive, email, cloud space or other personal means
 - If you are more than 30 minutes late to your scheduled appointment, your time will be cancelled if another person is waiting to use the equipment. If you are running late, call the library to let us know.
1. **Supervise minors.** It is **required** that anyone under age 10 is actively supervised by a parent or guardian in the makerspace at all times; failure to do so will result in being asked to leave the space. Supervision is highly encouraged for those aged 10 to 17, but not required. All persons (adults and children) who will be in the makerspace area must sign or have a parent/guardian sign the Hold Harmless, and Rules and Regulations.
 2. **Be sure you know how to use the equipment.**
 - The maker equipment is a DIY space. Staff can provide basic help and troubleshooting, but will not do projects for you.
 - The library is not responsible if your materials are damaged; ie. A shirt gets burned in heat press, film reels break during conversion etc.
 - All materials must be paid for even if they do not print, convert or otherwise turn out as intended. If you notice a problem with the equipment, get a staff member immediately.
 3. **Focus.** Do not leave the building while you have a project in progress. You must stay with a project that is printing, converting or otherwise being worked on. If you leave, the project will be cancelled, you will be responsible for the cost and you will forfeit your scheduled time slot.
 4. **Maintain a safe work area.**
 - No food or drinks in the makerspace area.
 - Keep the area free of debris and clutter while working.
 - Clean up after you are finished working.
 5. **Wear proper attire to safely use the equipment.**
 6. **Let us know if equipment isn't working right or if you experience an injury.** Report accidents or incidents that pose safety hazards immediately to the Library staff. Do not attempt to provide maintenance to the equipment. If there is a problem, get a staff member.
 7. **Ask us if you have questions about proper operation of the equipment.**