
Library Board

Monday, June 17, 2019

Regular Meeting

Item F3

Discussion of Makerspace Policy

As our new Makerspace takes shape, the first draft of a policy is attached for board discussion with the intent to refer to committee and a final draft ready for approval at the July 2019 meeting.

Staff Contact: Steve Fosselman

Makerspace Use Policy

Grand Island Public Library's Makerspace is a collaborative learning environment with a variety of equipment and resources (hi tech and low tech) where the focus is to create, invent, tinker, explore, and discover. The Makerspace is one of several learning centers within the Library fulfilling its lifetime of learning and literacy mission.

The Makerspace may be used for lawful purposes only. Patrons are prohibited from creating items that are:

- Prohibited by federal, state, or local laws or regulations;
- Unsafe, harmful, dangerous, or that otherwise pose a threat to the immediate safety of others including weapons or parts of weapons of any kind;
- In violation of intellectual property rights including copyrighted, trademarked, or patented items or designs;
- Deemed inappropriate or offensive in a public setting.

Final determination will be assessed by Library staff as to the suitability of items to be created in the Makerspace. All other Library policies, rules of conduct, and posted safety instructions will also apply to the Makerspace.

Patrons may not modify any Makerspace hardware or equipment or download any unauthorized software on Makerspace or Library computers. Patrons are responsible for having their own method of external storage (USB Flash Drive, Cloud Storage, etc.) for digital creations. Flash drives are available for purchase from the Reference Desk.

Library staff are available to provide basic assistance/troubleshooting of Makerspace equipment. Library Staff cannot provide in-depth training on Makerspace technology or software. Depending on staff availability and the nature of the request, one-on-one appointments through the Library's "Book-A-Librarian" service may be made for training on makerspace equipment as well as regularly scheduled classes on various pieces of equipment.

Patrons shall follow all posted operation instructions, safety instructions, and verbal safety requests from Library staff at all times while operating the Makerspace. Certain equipment may require use of personal protective equipment (e.g. closed-toed shoes, safety goggles, etc.). Patrons unable or unwilling to follow safety instructions will not be able to use the Makerspace.

Fees are not charged for Library programs. Any non-program uses are subject to Board-approved fees.

Hours of operation and reservations ...

Age restrictions and waiver ...

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Attached to this policy is a current list of Makerspace equipment and resources, subject to change as the Makerspace develops. Board-approved fees are referenced and subject to change.

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Makerspace Equipment and Resources

- Cricut Design Air 2 + Cricut Design Studio software
- Thermal Laminator
- Plotter (Large Format Printer)
- Lulzbot TAZ 6 3D Printer + Cura 3D Printing software
- Laser Engraver/Cutter + Corel Draw 2019
- Bernina Sewing Machine + embroidery attachments
- Bernina Serger
- Button Maker
- Various Kits and Tools
- Adobe Creative Cloud 2019 software (Photoshop, InDesign, Spark, Illustrator, etc.)

Cricut & Cricut Design Studio

The Cricut and Cricut Design Studio will have no cost when patrons supply their own materials for use. A list of acceptable materials for use with the Cricut Explore Air 2 can be found on the Cricut website at: <https://help.cricut.com/hc/en-us/articles/360009504773-Which-materials-can-I-cut-with-my-Cricut-Explore-and-Maker-machine->. Library staff can help determine if materials supplied by patrons are suitable for use with the machine. The Cricut can cut on materials up to 12" × 24". For materials supplied by the library, the charge will be:

- Plain Paper (White) Letter size (8.5" × 11") – 10¢ per sheet
- Cardstock (12" × 12") – 30¢ per sheet

Thermal Laminator

The Fellowes Thermal Laminator will laminate materials in 3, 4, or 5 millimeter laminate thickness (depending on size of item/laminating pouch available). The laminator will only laminate items approximately as thick as one sheet of cardstock. Bulky items, items with 3-dimensional or raised components, or of excessive thickness may not be able to fit through the laminator. Library staff will determine if item is of acceptable size and thickness to laminate. Laminating charges are as follows:

- Bookmark (2.25" × 8.25"), index card (3" × 5"), ID card (3.75" × 2.5") – 15¢ per pouch
- Letter (8.5" × 11") – 20¢ per pouch
- Legal (11" × 14") – 40¢ per pouch

Plotter (Large Format Printer)

The plotter will print jobs requiring prints of up to 36" wide. Length of the print may vary as paper is on a roll. Print jobs need to be in PDF or image (JPEG, PNG, etc.) format. Print jobs

will be charged at the rate of \$2.00 per foot, with a minimum charge of one foot, and will be charged in one-foot increments.

3D Printer

A Taz Lulzbot 6 3D printer is available for public use. 3D Prints shall be charged at the rate of 10¢ per gram of filament used (as estimated by the Cura 3D Printing interface). Prints must be paid for before staff will release the print to the 3D printer. The library is not responsible for the quality of the print and/or any defects in the quality of the print. No refunds will be issued and jobs will not be reprinted.

A variety of free, online software and resources are available for creation of 3D designs including Thingiverse, TinkerCAD, and SketchUp Free. 3D designs must be saved in Shape (.stl) or Object (.obj) file formats to be able to be printed on the 3D Printer.

Only filament that has been purchased by the library is able to be used in the 3D Printer. At this time, 3D prints are available in one single color/type of filament, multi-colored or multi-filament prints cannot be accommodated at this time.

As printing may take several hours (based on size and various other factors), patrons will need to schedule printing with a library staff member. Prints that would extend past closing time or that would require printing to extend past operating times of the library will not be printed. Staff will schedule an estimated time that a print will be available for pick up. Patron must leave a reliable contact method for staff in case patron needs to be contacted regarding the print.

Finished print jobs should be collected within seven days of completion. Print jobs not collected will become the property of the Library to be used for display or for other purposes.

Laser Cutter/Engraver

Due to risk of fire, the Laser Cutter/Engraver requires constant supervision by both patron and a staff member or authorized volunteer during operation.

Various materials can be used with the laser cutter/engraver including wood, cork, glass, and metal. Due to the risk of fire or potential hazardous/noxious fumes created during the laser process, certain materials are not suitable for use with this equipment. Library staff will determine suitability of material for use in the laser cutter/engraver.

If patrons supply their own materials for use there is no cost for use. The library will have cork, wood, and glass products available for purchase for patrons not supplying their own materials.

Sewing/Embroidery Machine & Serger

A Bernina Sewing/Embroidery Machine and Bernina Serger are available for public use. There is no charge to use these pieces of equipment, however, patrons are required to bring their own

fabric and thread. Sewing needles, pins, bobbins, rotary trimmers, fabric scissors, cutting mats, and other sewing sundries are available in the Makerspace for public use.

Button Maker

Pin button makers in standard 2.25" diameter and mini- 1" diameter are available. Paper of more than standard thickness (such as cardstock or photo paper) may jam the button maker, staff will determine if paper is suitable for use in the button makers. Button making supplies are available for purchase:

- Standard (2.25" diameter) – 15¢ per sheet
- Mini (1" diameter) – 10¢ per sheet

Various Kits and Tools

The Library has available ...

Adobe Creative Cloud Software

The Library has available for patron use the full suite of Adobe Creative Cloud Software products available for public use free of charge. This is currently available for use only on laptops from the digital media lab. Due to licensing restrictions only two people may simultaneously use the software at any given time. Patrons shall be responsible for providing their own method for storage of files created on the Adobe Creative Cloud Suite such as a USB flash drive, external hard drive, cloud storage, etc. Personal files cannot be stored on public laptops. All files created are automatically erased once laptops are rebooted.

Any premium content for Adobe Creative Cloud, such as stock photos or additional fonts that require purchase will not be purchased by the library at this time. Adobe Creative Cloud software available at this time includes:

- Acrobat
- Photoshop
- Illustrator
- XD Design
- Lightroom & Lightroom Classic
- Premiere Rush
- Premiere Pro
- After Effects
- Adobe Bridge
- Portfolio
- Spark
- Behance
- Adobe Color

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- InDesign
- Dimension
- Dreamweaver
- Animate & Character Animator
- Audition
- Media Encoder
- InCopy
- Prelude
- Fuse

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