

Creation Station, Makerspace, and 3D Printing Usage Policy

I. The Makerspace and Creation Station, including 3D printing, will fulfill the following purposes:

1. To facilitate the exploration of new technology, which will help participants gain practical skill and experience with that technology.
2. To encourage participants to utilize their creative and “maker” skills as they create new things.
3. To encourage creativity, collaboration, the sharing of skills/knowledge, and social connections among participants.

II. Participants may use the Makerspace and Creation Station supplies and equipment in the following ways:

1. As part of a program or workshop.

These workshops will involve all participants working on the same project activity and will generally not require advanced technological skills.

2. During a Staffed Hours

The Portage District Library will strive to hold as many “drop-in” times as possible, during which times the Portage District Library staff will be available to assist users with the materials and equipment.

3. One-on-One

The Makerspace and Creation Station will be available by appointment for users who wish to have more assistance with their project. 3D printing is available only by appointment or through direct submission.

4. On their Own

The Makerspace and Creation Station will be available for independent use during all hours the Portage District Library is open and when no other program is scheduled. However, Makerspace Staff will not always be available to assist patrons. Patrons can still use the room and certain equipment on their own during those times. This option is best for those who are comfortable using the Creation Station and Makerspace equipment independently. Patrons can also bring in their own projects to work on.

Note: Some equipment will not be available for use during these times. Availability of all equipment is clearly marked in the Makerspace and on the website.

5. Electronic Submission

In addition to an appointment, 3D printing is available via electronic submission.

III. Conditions Prior to Use

1. Prior to using the Makerspace or participating in a Library hosted “workshop” for the Makerspace, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. Patrons must also participate in a training session with Makerspace staff or participate in a Library hosted “workshop” for using the equipment from the Makerspace and review this Policy before using the Makerspace.
2. Users under age 14 must be accompanied by a parent or caregiver over the age of 18 while using the Makerspace unless they are attending a sponsored Library workshop involving the use of the Makerspace.

IV. The following policy establishes terms of use:

1. Portage District Portage District Library’s policies, including but not limited to the Patron Behavior Policy and Internet Policy, apply to the Makerspace and Creation Station. Failure to comply with Portage District Library policies may result in loss of Portage District Library privileges.
2. Equipment in the Makerspace and Creation Station, including by not limited to 3Dprinting, may be used only for lawful purposes subject to any condition set forth in this policy or any other Portage District Library policy. The public will not be permitted to use the equipment in the Makerspace of Creation Station to create material that is:
 - A. Prohibited by local, state, or federal law or regulation.
 - B. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - C. Obscene, sexually explicit, or harmful to minors.
 - D. In violation of another’s intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Portage District Library disclaims any responsibility or liability resulting there from. The person requesting to use Makerspace and Creation Station equipment is liable for any infringement.
 - i. Weapons or weapon replicas of any kind.
 - ii. Produced for commercial purposes or goods to be sold for profit.
3. The Portage District Library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Makerspace and Creation Station’s tools or equipment. Portage District Library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.
4. Computers in the Makerspace and Creation Station are to be used for programming,digital content creation, and creative work only.
5. The Portage District Library is not responsible for any loss of digital data, injuries,property damage or other damage to materials provided by users or caused by objects or materials using 3D printers.
6. Some of the Makerspace and Creation Station equipment can only be operated under the supervision of designated Portage District Library staff.

- 7.** Equipment in the Makerspace and Creation Station and 3D printing via electronic submission is available for use on a first-come, first-served basis unless a patron has reserved a specific time to use the equipment.
- 8.** Patrons are responsible for bringing their own materials except for 3D printing filament and when attending Portage District Library sponsored workshops. Portage District Library staff must approve all materials before they are used.
- 9.** Users (or, if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Portage District Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment, or space. Portage District Library is not responsible for any damage to or loss or theft of users' personal property including electronic files left on Portage District Library computers.
- 10.** The Portage District Library Director and designated staff reserve the right to:
 - A.** Refuse any request/service.
 - B.** Review and approve all materials before using equipment in the Makerspace and Creation Station. If there is a problem with designs and/or production, the patron will be informed. The Portage District Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
 - C.** Halt, delete, or disallow the creation of items that violate any Portage District Library policy.
 - D.** Stop a request due to time or equipment capabilities.
 - E.** Set a limit as to the maximum number of projects.
 - F.** Close the Makerspace and Creation Station at any time for programs or maintenance with little or no notice.
- 11.** The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
 - A.** The Patron will follow all equipment safety procedures as documented if neither a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
 - B.** The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Portage District Library staff.
 - C.** The Patron must report any accident/incident that occurs to a Portage District Library staff member, at the time of the accident/incident.
- 12.** The patron agrees that items used in the Makerspace and Creation Station are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Portage District Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- 13.** The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Portage District Library staff member if they are unable to return a work surface, tool, or equipment to its original state.
- 14.** The Portage District Library is not responsible for the following:
 - A.** The Portage District Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.

- B.** The Portage District Library will not offer refunds for supplies used.
 - C.** The Portage District Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.
- 15.** Food and drinks are prohibited when using the Makerspace or Creation Station.
 - 16.** Users must save their work on their own external memory source – external hard drive, CD, DVD, cloud storage, or flash drive.
 - 17.** It is the responsibility of the User to delete and/or remove any files (digital or print) from the Portage District Library equipment in the Makerspace. The Portage District Library is not responsible for equipment or files (digital or print) left behind by Users.
 - 18.** Portage District Library staff will provide very limited assistance in using the equipment and software in the Makerspace outside of Staffed Hours. They also are unable to provide assistance in transporting supplies, equipment, or furniture to and from the Makerspace.
 - 19.** While the Portage District Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Portage District Library. Approval to use the Makerspace does not constitute endorsement by Portage District Portage District Library of the uses to which the space is put or the products produced therein. The Portage District Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.
 - 20.** The Makerspace and Creation Station are not single occupancy rooms. More than one patron/group may be in them at a time, working on different projects.
 - 21.** All equipment in the Makerspace and Creation Station must stay in the Makerspace and Creation Station.
 - 22.** The library reserves the right to place limits on the number of items patrons create due to the availability of resources.

V. 3D Printing

- 1.** In addition to the above policy provisions, the following are applicable to 3D printing:
 - A.** If submitted electronically, the print file submitted must be sent in .STL format.
 - B.** Only one print request per person will be accepted and printed at a time. A person may submit one request every two weeks.
 - C.** The print object must be smaller than 9.8" x 8.2" x 8.2". Library staff reserve the right to resize projects unless dimensions are specific in the request.
 - D.** The nature of 3D printing does not allow complete member privacy, but the library will comply with the Library Privacy Act.⁵
 - E.** The printer will only print an object in a single color. Color preferences may be submitted and we will do our best to accommodate requests, but the library staff will determine the color of the filament based on availability.

VI. Fee Schedule for Makerspace

3D Printing

The cost for 3D printing is 10 cents per gram with a minimum cost of \$1.00.

HP DesignJet T650 Large Format Printer

Patrons must bring their files for printing on an external USB Flash Drive.

Button Making Machine

The cost is \$0.25 per button.

Poster Printing

Paper	18" x 24"	24" x 24"	24" x 36"
Matte Paper	\$4.00	\$6.00	\$8.00
Glossy Paper	\$6.00	\$10.00	\$14.00

Dimensions that are not listed above will be rounded up to the closest available size. Dimensions that are larger than those listed above would cost an additional \$1.00 per linear foot.

Sublimation Paper (Ink Included)

4 x 9.5 Mug Paper \$1.00

8 1/2 x 11 \$1.50

8.5 x 14 \$2.00

11 x 17 \$2.50

The library will carry limited sublimation items:

Sublimation hat: \$6.00

Small sublimation puzzles
(5 x 7 or smaller): \$3.00

Large sublimation puzzles
(larger than 5 x 7): \$4.00

Standard coffee mug (11 ounces) \$4.00

17 ounce Latte mugs: \$7.00

20 ounce Tumblers: \$8.00

Coasters \$2.50

Key chains \$1.50

Prices include costs for ink and paper.