

Hastings Public Library Makerspace Policies

The Lower Level Makerspace provides an opportunity to explore and create using technology not always available to the general public. The following are the policies for the space and the equipment.

Age Requirement: Persons using the makerspace must be 14 years or older or accompanied by an adult. Special classes and events for children under 14 may be hosted by the library. Supervising adults must be certified on any machines used, and present for the duration of the underage person's visit.

Reservation: Certain areas of the makerspace are available for reservation using the room reservation system found on the library calendar. Tools may be booked no more than two weeks in advance. The reservation becomes invalid if you are more than 10 minutes late and will be opened up to anyone else in the space for use. Tools may be reserved for a maximum of 2 hours a day. You may only reserve one piece of equipment a day. You will be allowed to use other equipment on a first come first serve basis that day. Print time can affect the reservation of some tools and we will try our best to accommodate.

Pricing: Use of tools in the makerspace is available at no charge, with the exception of the Laser Cutter. Some makerspace tools have consumable materials available to purchase. Pricing is listed in the Makerspace. The library accepts cash, check or credit card. Costs of some materials may be based on estimates and Payment in advance is required for all items except for 3D printed items under \$1.00.

The library is not responsible for any manufacturing defects, or the quality or workmanship of any of the tools, materials or equipment or for the quality or condition of a user's project.

The Library will not offer refunds for consumables purchased and used.

Use of equipment: Use of tools is available only while the Makerspace is open or during appointment hours with a staff member present. Use of Makerspace tools without direct library supervision is subject to certification on that specific tool by library staff.

Makers and supervising adults are to be present while equipment is running. You may leave long 3D print jobs running without being present but the library is not responsible for 3D print jobs left unattended.

Certification: In order to use tools unassisted, users must complete certification on specific tools. Certification training is scheduled by the library. Certification requirements can be waived on a case by case basis. See usage chart below.

Outside materials: All outside materials are subject to review and must be approved by makerspace staff.

Unacceptable use: Use of the library’s makerspace shall not include the creation of weapons or weapon parts or the creation of pornographic materials. Project must meet staff approval prior to creation. Use of the Makerspace tools for these items will be grounds for removal from the Makerspace and the possible ban of library privileges.

Items left in the makerspace after 30 days become property of the Library.

Food & Drink: Food, Gum and drinks are not allowed near the machines. A designated area in the makerspace will be assigned for drinks with lids.

Files on Library computers will be wiped clean periodically. For this reason makers who use the software on the computers to create documents, graphics and projects must provide their own external storage devices to save their work.

Makers agree to avoid wasting consumable supplies and materials

Machine Usage Chart

Equipment	Training Required	Age Minimum Unsupervised	Age Minimum Supervised
Lulzbot 3D printer	Certification Class	16	14
Laser Cutter	Certification Class	18	14
Heat Press	Certification Class	18	14
Sewing Machine/Serger	Online/in person	16	14
Cricut	Online/in person	16	12
Audio Equipment	n/a	18	14
Green Screen	In person	16	14
Laminator	In person	16	14
Large Format Printer	In person	18	14
Button Maker	In person	14	12

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