

# **Kimball Makerspace**

## **@ Kimball Public Library**

The goal of the Kimball Makerspace is to empower Kimball residents with the tools and guidance to explore, collaborate, create, learn, and invent through participatory learning experiences. Our hope is that the Kimball Makerspace will stimulate creativity, innovation, and the exchange of ideas to facilitate entrepreneurship, skills development, and local economic development.

### **General Rules/Policies**

- The Kimball Makerspace is open for use during regular library hours.
- There is no charge for the use of the equipment.
- Equipment may be used by any visitor to the library who meets the certification, training, and minimum age requirements as posted by the library.
- Makers may make items for both personal and commercial use. Entrepreneurship is encouraged.
- Makers will not access consumables without the assistance of Library.
- The Kimball Public Library will not offer refunds for consumables purchased and used.
- Users may also bring in their own consumables except for the 3D filament which must be purchased from KPL stock.
- Library staff must approve all user-supplied materials and consumables before they are used with the equipment. This is because some materials may produce dangerous fumes and other materials could cause damage to the machine itself or might not be safe to use in the machine. Library staff may reject certain (or unidentifiable) materials, tools, etc.
- The maker agrees that Kimball Public Library is not responsible for any manufacturing defects, or the quality or workmanship of any of the tools, materials or equipment supplied by the Library, or for the quality or condition of a user's project.
- A Kimball Makerspace Use and Release Agreement must be signed by all makers (or the parent/legal guardian for makers

under age 19) prior to using the Makerspace equipment. The Library will retain the originals of all signed release forms. Makers cannot be certified to use the machines without this signed form on file.

- All of the Kimball Public Library's policies (e.g. Internet Use, space use, and behavior in the library) also cover the Kimball Makerspace.
- The Kimball Public Library may suspend or deny access to the Kimball Makerspace equipment for persons who fail to follow the Library's established behavior and usage guidelines.
- All makers must participate in training and receive certification before using Makerspace equipment as specified on the equipment use, training, and certification chart that is posted in the library. Note that most equipment requires training, and some equipment requires both training and certification. All equipment has minimum age requirements for unsupervised and supervised use that must be followed.
- Local Trainers or Library staff will enter the names, phone numbers and email addresses of makers who receive training and certification following training into the certification database. Library staff will help ensure that makers who are using the studio equipment have been certified on that particular equipment, and that those makers certified but requiring supervision due to age are being supervised. When using a piece of equipment that does not require certification, the maker is verifying that he/she is capable of using that item in a safe and proper manner.
- All makers must sign-in at the front desk before using Kimball Makerspace equipment.
- Kimball Public Library has set up a schedule for the use of the Makerspace equipment. The Library restricts the amount of time that makers are permitted (per day and/or per week) on any piece of equipment so that others have opportunities to use the equipment.
- The maker should not use the Kimball Makerspace equipment to create or modify objects that are:
  - Prohibited by local, state, or federal law,
  - Unsafe, harmful, dangerous, or pose a perceived or immediate threat to the well-being of others (this includes perceived or real weapons of any kind).
  - Obscene or otherwise inappropriate for the library environment.

- Makers will follow all applicable intellectual property laws, including all copyright laws.
- Makers agree to take precautions to avoid causing unnecessary mess or damage.
- No food, gum, or drinks are allowed near equipment or tables holding Makerspace equipment.
- The library is not responsible for any projects or materials left behind.
- Files on the Makerspace computers will be wiped clean periodically. For this reason, makers who may use the software on the Makerspace computers to create documents, graphics, and projects must provide their own external storage devices to save their work.

## **Safety Guidelines**

- Makers will follow all equipment safety procedures as documented in training sessions, the Standard Operating Procedures (SOPs), the manufacturer's instruction manuals, and posted safety notices.
- Makers should use proper safety attire as outlined in the SOPs: ie. no long hanging jewelry. Closed-toed shoes are highly recommended when using Makerspace equipment.
- Makers should secure long hair, and secure or remove jewelry, lanyards, or other items that could be caught in equipment.
- Makers should not use headphones, ear buds, or cell phones while operating machinery.
- Makers and supervising adults are to be present while the 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.
- The Maker 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 the Library staff or volunteer in charge. Any loose broken parts must be provided to library staff.
- Makers must report to a staff member any accident or injury that occurs at the time of the incident.
- Makers will turn off the Heat Press and/or Laminator after use

of these items in order to prevent burns and fire.

- Unsafe behavior is not permitted. Makers are encouraged to report any unsafe behavior observed in the space to the staff member or volunteer on-duty.
- The Kimball Public Library reserves the right to limit the number of spectators to prevent distractions in the safe use of the equipment.
- The Library may suspend or deny access to the Kimball Makerspace equipment for persons who fail to follow these safety guidelines and other general safety precautions or who by their actions or inactions put themselves or others at risk.
- All makers must be trained on the equipment before they can work independently. If the maker has used the equipment before a brief shortened version of the training will be provided.
- The laser cutter, heat press, and 3-D printer must be used under the supervision of a trained person of 15 years or older. Younger ones can work with supervision but if they are seen not being properly supervised or operating the equipment both child and trainer may no longer be free to use the equipment.

## **Kimball Makerspace Equipment Usage Chart**

| Equipment      | Training Required | Certification Required | Safety Equipment                      | Age Minimum Unsupervised |
|----------------|-------------------|------------------------|---------------------------------------|--------------------------|
| 3D Printer     | Yes               | Yes                    |                                       | 15                       |
| Laser Cutter   | Yes               | Yes                    | Water Spray Bottle, fire extinguisher | 15                       |
| Cricut         | Yes               | Yes                    |                                       | 15                       |
| Heat Press     | Yes               | Yes                    |                                       | 15                       |
| Lego Mindstorm | Yes               | No                     |                                       | 10                       |
| Button Maker   | Yes               | No                     |                                       | 10                       |

|                |    |    |  |   |
|----------------|----|----|--|---|
| R2-D2<br>Robot | No | No |  | 6 |
|----------------|----|----|--|---|

\* For those items listed with a “No\*,” training is available but is not required for makers that are the minimum unsupervised age or older.

Training on some machines is very short and may be available with staff prior to your scheduled time. Other training is more time intensive and may be scheduled periodically. Please check with Library staff for availability and timing of training. If you would like training, please ask library staff to put you on an “interested in training” list with your contact information.

**WRITTEN AND APPROVED 10/12/2020**