12.4   **TLC Makerspace**

The TLC Makerspace consists of the following technologies:
- 3D Printer

- Button Maker

- Cricut Maker

- Sewing Machine

- Computer with Adobe Suite Software

- Book Binder Machine

- Die Cutting Machine

- Digitization Station

- Laminator

- Shrink Wrap Machine

12.4.1. **General Rules**

- The TLC Makerspace may be used only for lawful purposes. Patrons are prohibited from using the makerspace equipment to create material that is:

    o Prohibited by local, state, or federal law.

    o Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, including creating weapons of any kind, as determined by staff.

    o In violation of another's intellectual property rights; for example, the equipment may not be used to reproduce material that is subject to copyright, patent or trademark protection.

    o Deemed to be offensive or inappropriate in a public setting, as determined by staff.

- Library policies apply to patrons using the makerspace. The library reserves the right to deny makerspace access if a patron violates any part of the library's policies, or for any other misuse of the space, as determined by library staff.

- Library staff cannot provide in-depth training concerning any of the makerspace technologies, the internet, or computer programs. Staff will assist with basic services.

12.4.2. Patron Use Requirements

- Use of the makerspace requires a KPL card in good standing. Minor children must have their own card, or the parent or guardian must have a card; all in good standing.

- Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment.

- Patrons age 14 – 17 may use the makerspace alone, after having a parent or guardian sign a waiver with them.

- Patrons age 7 – 13 may use the makerspace if supervised by a trained parent or guardian at all times.

- Patrons age 6 and under are not allowed in the makerspace for safety reasons.

12.4.3. Patron Responsibilities

- Patrons will not modify hardware or software or install new programs on makerspace computers.

- Patrons are responsible for saving their work on an external memory source. The library is not responsible for equipment or files (digital or print) left behind by patrons.

- No food or beverages will be allowed in the makerspace.

12.4.4. Makerspace Reservations

- Patrons can make reservations using the online form or by calling the library.

- Patrons are limited to one reservation per week (Sunday to Saturday) per device, up to two hours per reservation.

- Reservations can be made a minimum of one day in advance and a maximum of two weeks in advance.

- Reservations are held for 15 minutes.

- When equipment is not reserved or in use, walk-ins are welcome. Advance reservations take priority.

12.4.5. **3D Printer**

- The library reserves the right to refuse any 3D print request. Submitted files are either approved or denied by library staff based on the TLC Makerspace policies.

- Only filament purchased by the library is used.

- Only designated library staff has hands-on access to the 3D printer.

- The library is not responsible for the creation of the patron's design file.

- Jobs are printed in the order they are received. The library cannot guarantee any particular time frame.

- Cost/Fees

    o $1.00 per use plus a base fee of $.05 per gram of filament used.

    o Price may vary depending on materials used.

    o An initial cost of the print job will be estimated upon print request.

    o An additional charge may be added to complicated, multi-step, multicolored, or excessively large print jobs.

    o Printing costs are subject to change.

- Item Pick Up

    o Items must be paid for in full at the time they are picked up.

    o Items not picked up within seven days (assessed from the date the completion email is sent) will become property of the library and a one-time late fee of $5.00 will be added to the patron's library card.

    o Items must be picked up by the individual who requested them.

    o The library is not responsible for any defects in the quality of the print job. No refunds will be given.

12.4.6 **Button Maker, Cricut Maker, and Sewing Machine**

- Patrons are required to complete video tutorials and sign the makerspace waiver before using or reserving machines.

- Cost/Fee

  o Button Maker: $.25 per button.

  o Cricut Maker: $1.00 per session; patrons are required to bring their own supplies.

  o Sewing Machine: $1.00 per session; patrons are required to bring their own supplies.

12.4.7 **Adobe Suite Software, Book Binder Machine, Die Cutting Machine, Digitization Station, Laminator, and Shrink Wrap Machine**

- Patrons are required to sign the makerspace waiver before using or reserving machines.

- Cost/Fee

  o Adobe Suite: free; patrons are required to bring their own data storage device.

  o Book Binder; $.10 per binding.

  o Die Cutting Machine: free; patrons are required to bring their own supplies.

  o Digitization Station: free; patrons are required to bring their own data storage device.

  o Laminator: $.25 per page.

  o Shrink Wrap Machine: $.10 per item.