

Welcome to Petoskey District Library's Makerspace

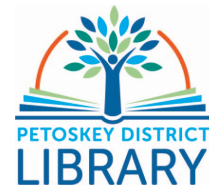
It is the policy of the Petoskey District Library (PDL) Board of Trustees to promote creativity, ingenuity, and entrepreneurship. The Makerspace supports lifelong learning and realization of ideas in a new way through hands-on creation and technology.

Guidelines for Use

1. The Makerspace area is reserved for patrons using Makerspace equipment and supplies, for patrons attending a library program or meeting, and for any patrons aged 13-19, including all seventh graders. Special usage may be given with prior notice to the director.
2. The computer in the Makerspace is provided for Makerspace related projects and is not to be used for general computing.
3. Tools and equipment are available to makers on a first come, first served basis.
4. Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
5. PDL is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials.
6. PDL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
7. PDL is not responsible for equipment or files left behind.
8. PDL reserves the right to halt, delete, or disallow the creation of items that violate PDL policy, including the creation of weapons, pornography, or illegal items.
9. PDL's Code of Conduct and Internet Use Policy apply to the Makerspace.
10. Use of the Makerspace signifies agreement with this policy and guidelines.
11. Makerspace Assistant will be available for training and questions most days. Please ask for the current schedule. Library staff will be available for limited assistance after training.

Requirements & Costs

1. Makers aged 13-17 may use the Makerspace without adult supervision.
2. Children under the age of 13 must be accompanied and supervised by a responsible adult while using the Makerspace. The number of children being supervised per adult must be reasonable so as to not create chaos or an unsafe environment.
3. All makers must participate in mandatory, in person, certification training in order to use certain tools; they may not use these tools until certification training has been complete, as confirmed by PDL staff. This includes, but is not limited to 3D Printing and Button Maker. 3D printer certification is now available via the website Tutorial. Ask at the Teen Desk for more information.



4. When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.
5. Staff is available to assist in explaining operation of tools and equipment as time allows, and will make available upon request materials such as manuals.
6. Makers with disabilities who need special arrangements or accommodations are requested to notify staff as far in advance as possible before their expected time of use.
7. Makers may bring in his/her own materials, but staff must approve all user-supplied materials before they are used on equipment. PDL staff reserve the right to disapprove certain materials, tools, etc., in their discretion.
8. PDL supplies materials for the 3D printers, button maker, laminator, and the photo printer.

Fees:

- Photocopies and computer printing: B & W – 10 cents/page; Color – 25 cents/page
- 3D Prints: \$1.00 per print, plus 5 cents/gram over 10 grams of weight
- Lamination: 25cents for 8 ½ x 11; 40cents for 11 x 17; 10cents for business card size
- Photo prints in the Makerspace: 50 cents / print
- Buttons from the Makerspace: the first ten buttons are free, and then each button over that is 10 cents per button.

Safety Guidelines

1. Certain items may require hair and any dangling items, like jewelry, to be secured or covered before use.
2. If a maker sees that any tool or piece of equipment is unsafe or in a state of disrepair, the maker must immediately discontinue use of the tool and notify PDL staff.
3. The maker must report to a staff member any accident or incident that occurs and if unsafe behavior is witnessed, that behavior should be reported to a staff member at the time of the incident.
4. Projects and materials may be subject to approval by staff prior to use of machinery.