VC Library Makerspace Policy

**Makerspace Rules**

* Make an appointment at the Circulation Desk. Unless there is an event going on, the Makerspace is by appointment only.
* All equipment is on a first come first serve basis.
* Please do not bring any food or drinks into the Makerspace.
* Be aware of your surroundings, and use care when moving through the Makerspace.
* Any accidents, including damage to VC property, must be reported immediately. If you see unsafe conditions in the Makerspace, immediately report them to Library Staff!
* Use Equipment as designed. If you need assistance, please ask library staff.
	+ When using a tool that does not require specific training, the patron is certifying that they are capable of using that tool or equipment in a safe and proper manner. See the Current List of Materials that need training.
	+ VC is not responsible for any injuries caused by the improper use of equipment.
* Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Makerspace.
* Clean up and return items to where you got them. Leave the Makerspace in order for the next person.

**What can I make?**

While you can make almost anything with our Makerspace equipment, there are some restrictions and considerations to keep in mind:

* Avoid projects that infringe of copyrighted, trademarked or patented designs.
* Avoid projects that might be unsafe or used to harm yourself or another.
* Avoid projects that are obscene or otherwise inappropriate.
* Projects that are prohibited by Victoria College policy, or by local, state, or federal laws are not allowed.

**Specific Equipment**

**3D Printing**

 Price

3D printing is 5 cents/gram; thus, the cost of printing depends on the size of your project. Faculty members of VC/UHV can print for free as long as it is for academic purposes.

Disclaimer

Printing designs are not guaranteed to come out as intended and can be affected by any number of variables. VC Library acknowledges 3D printing limitations and does not take responsibility for failed prints.

**Cricut**

The VC Library will provide a limited amount of card stock for use, but any other material will need to be provided by the patron. We cannot guarantee the color of card stock. Materials will need to be approved by a library staff member to reduce risk of damage to machine or patron. Before using the Cricut, you must have a training session.

**Sewing Machine**

Before using the sewing machine, you must have a training session with a member of the library staff.

The VC Library will provide basic sewing supplies including:

* Thread: 100% Polyester
	+ White
	+ Black
	+ Beige
	+ Blue
	+ Rust
* Scissors:
	+ Pinking Shears
	+ 3 1/2 “
	+ 4 ½ “
	+ Rotary with extra blades
* Rippers: 2
* Measuring Tape:
	+ 60”
	+ 6”
* Hand Sewing Needles
* Pin Cushions:
	+ Table
	+ Wrist
* Chalk:
	+ White
	+ Blue

We also have a limited amount of scrap fabric.

You are responsible for providing fabric and notions- zippers, buttons, elastic, etc.

Sewing Machine Safety Rules:

* Do not drop or insert anything into machine openings.
* Do not push or pull fabric; it may cause the needle to break.
* Turn machine off when threading, changing the needle or changing the presser foot.
* Keep fingers, hair, and loose clothing away from moving parts.
* Do not use if machine is damaged or not working properly.

**Sphero**

To use the Sphero, you must have the app downloaded to a smartphone. The app is free, but you are responsible for bringing your own device to connect to the app.

**Snap Circuits**

When using the Snap Circuits, wait until the design if finished before putting the batteries in. Do not make any changes to the design while batteries are connected.

**Button Maker**

The cost of each item used in the button maker is as follows:

* $0.10 for pin back buttons
* $0.25 for everything else

Button Machine Safety Rules

* Keep your fingers out of the way when pressing down to jam the buttons together.
* Make sure you're only using one of each supply per button (sometimes items stick together).

**Current List of Materials That Need Training**

* Sewing Machine
* Cricut
* Button Maker