

The Albright Memorial Library

# MAKERSPACE

## Makerspace Policy

### Purpose

The purpose of this policy is to outline the guidelines for using the Scranton Public Library's Makerspace. The Makerspace acts as a space dedicated to offering community members access to various "making" tools, including 3D printers, laser cutters, and much more.

### Makerspace Usage

- Use of the Makerspace is free for any Lackawanna County Library System (LCLS) cardholder.
- All users must sign a Makerspace Use Agreement and Release of Liability form.
- Minors under the age of 18 must always be accompanied by an adult and are not permitted to operate equipment on their own. Users 18 and older must have an agreement on file before using the space independently.
- All users must follow the Scranton Public Library's [Visitor Behavior Policy](#).
- All users must follow the [Makerspace Safety Guidelines](#). Any failure to comply with these guidelines will result in loss of Makerspace privileges.
- A member of the library's staff will be present during Makerspace appointments to provide basic guidance with using the equipment and preparing projects.

### Hours of Operation

- The Makerspace can only be accessed by appointment and must be reserved [online](#). Please note that the library does not accept email requests or walk-ins for room usage, as multiple staff members oversee the monitoring of these requests.
- The Makerspace is only available during the library's regular operating hours, and reservation times are dependent on staff availability.

### Makerspace Projects

- The types of projects able to be created in the Makerspace are limited to the capability and comfortability of the individual booking time to use the equipment.
- Patrons are welcome to use tool-specific software to prepare projects such as Cricut Design Space, Embrilliance, and Silhouette Studio. Staff can help design projects, but users should come prepared with a concept of what they would like to make.
- Patrons must bring their own substrates for use in the Makerspace. Some supplies, such as Cricut vinyl, infusible ink, thread, etc., are provided by the library but are limited to availability. Some sublimation blanks, such as mugs, puzzles, and mousepads, are available for purchase.
- Use of Makerspace equipment, tools, and facilities must comply with copyright and intellectual property laws. Patrons are solely responsible for any violations.
- The library reserves the right to deny use of the Makerspace for any project that is potentially unsafe, harmful, or dangerous to the wellbeing of others or to create materials that are prohibited by law.

### **Usage Limitations**

- Patrons may only pre-book one machine at a time. If machines are available, staff may approve the use of multiple machines at one time on a case-by-case basis.
- The Makerspace is only available for person use by individuals, small groups, or on behalf of a nonprofit organization.
- Sessions are limited to a maximum of 90 minutes per visit. Patron projects are not guaranteed to be completed in one session, depending on the scope of the project, the patron's familiarity with the machines, and any technical issues that may arise. Staff are not permitted to complete patrons' projects independently after their reservation has concluded or without the patron physically present.

### **3D Printing Limits**

- The Makerspace's 3D printer cannot be operated by patrons. Requests should be submitted [online](#), and patrons will be contacted for more information. A member of the library's staff will process and print projects during normal operating hours.
- Patrons interested in seeing a demonstration of the 3D printing process may book a time to visit the space.
- Patrons may submit no more than 5 files to be printed at one time. Print jobs will be queued and completed in the order they are received. Print times vary, but staff will give the best estimate of when prints will be available for pickup.
- View the library's full [3D Printing Policy](#) for more information.

### **List of Available Equipment**

- Cricut Maker 3
- Silhouette Cameo 4
- Babylock Flare Embroidery Machine
- Brother CP100X Sewing Machine
- Glowforge Plus 3D Laser Printer
- Bambu Labs P1S 3D Printer
- Sawgrass SG500 Sublimation Printer
- Cricut Mug Press
- Cricut EasyPress
- HPN Craft Pro Heat Press
- JTrans Sublimation Oven
- Button Maker