

Hoboken Public Library's Makerspace Policies, Procedures and Rules

Rules of Use

1. When creating digital content with the library's equipment, please remember to bring your own storage devices (flash drive) or store your work via an online cloud service. The library's computers do not store individual work or projects.
2. When the space is open, there is a first come, first serve policy when it comes to utilizing tools and equipment.
 - a. If another patron is waiting to use a tool or device, we ask that you limit your time to one hour.
3. Anyone under the age of 13 must be accompanied by an adult when using the Makerspace.
4. The Makerspace is open to ages 5 and up
5. Patrons need to have received training from a librarian or shown proficiency in using the button makers before using them.

3-D Printing Guidelines

1. Use of the 3D printer will be on a first-come, first-serve basis.
2. A staff member must be present to supervise the use of the 3D printer and manage the printing maintenance.
3. Staff will have final say when determining the order of print jobs when there is a queue.
4. The Library reserves the right to refuse the production of any 3D print request at any time at the discretion of Library staff. Examples of objects that will not be produced include, but are not limited to:
 - a. Any object that is prohibited by local, state or federal law
 - b. Objects that are unsafe, harmful, dangerous or pose an immediate threat to the safety and wellbeing of others
 - c. Items that can be viewed as threatening or racially, ethnically or otherwise provocative or inappropriate for the Library environment
 - d. Objects in violation of another's intellectual property rights
 - e. Objects that are too large for the 3D Printer's build plate
5. A maximum of 3 hours of print time will be allotted per person per day
6. Print jobs are only done on Mondays from 1-7 PM when the Makerspace is open. Print jobs that appear too large to be completed before library closing time will not be started.
7. By using the 3D printer, the patron assumes all responsibility for, and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials.
8. The Hoboken Library reserves the right to refuse or cancel any 3D print request.
9. The library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the 3D printer to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses and immediate threat to the well-being of others (such use may violate the terms of the manufacturer.)

- c. Obscene or otherwise inappropriate for the library environment.
- d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

Submitting a Design for 3D Printing

1. Patrons must submit their files in .stl format in order for us to print it
2. Files will be printed as we receive requests and when staff is available to print files during Makerspace hours.
3. The files will be readied for printing in Makerbot software. The library staff will view all files in Makerbot before printing.

Costs (This cost structure is subject to change)

1. There is a charge for 3D printing, which is one dollar per hour of print time.
2. There is a charge of 25 cents per button, keychain or magnet.

Closing

The Makerspace closes at 7:00 PM and all persons must vacate the room at that time.

Please note that the procedures governing the use of the library's 3D printer are subject to change.

Adopted at the Hoboken Public Library Board Meeting on August 28, 2018