

## Makerspace Policies and Guidelines:

1. Makers must be affiliated with Loyola University Maryland or Notre Dame of Maryland University and 18 years of age or older.
2. Prior to using the Makerspace, Makers must (a) complete a [Maker Agreement form](#); and (b) verify his/her identity with a current institutional identification card.
3. Makers must [sign-in to the Innovation Station](#) each time they use the makerspace.
4. Makers must complete mandatory training in order to use the 3D printers, Cricut machine, sewing machine and laser cutter; they may not use this equipment until completing the respective proficiencies.
5. By using the equipment, the Maker is certifying that he/she is capable of using it in a manner that is safe and consistent with its intended purpose.
6. The Maker will seek assistance/consultation when necessary.
7. Makerspace kits and equipment are available for check out at the Help Desk on the Main Level of the Library.
8. The Maker agrees that the Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
9. The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use and notify LNDL staff.
10. Makers must report any accident/incident that occurs in the makerspace to a LNDL staff member immediately and cooperate fully in accident / incident reporting processes.
11. Most tools are available by [reservation](#) only.
  - a. When possible, 3D prints should be complete before closing.
  - b. The 3D Sense Scanner with laptop and cameras may be used outside the library.
  - c. Groups must reserve the button maker a minimum of 72 hours in advance.
  - d. Makers must complete the [Large Format Print Request](#) form for large format prints. (15' print limit for students, 30' for faculty and staff per semester)
12. Makers may check out lockers to store unsupervised kits or maker projects.
13. Makers may only use one 3D printer at a time.
14. Items are to be returned in the same condition as they were received, barring normal wear and tear. The Maker agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, delinquency and/or loss of items in part or total.
15. Items used must be returned by the Maker to their original location.
16. The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace. The Maker agrees to clean up following use. The Maker agrees to inform the LNDL staff member in the event they are unable to return a work surface, tool or equipment to its original state.
17. The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials. The Maker may need to supply his/her own consumables to meet his/her needs. Consumables must meet equipment specifications as described in the documentation.
18. The Maker will NOT use their created products for commercial / business-related purposes or allow any third party to do so.
19. The library prohibits the use of its makerspace equipment to create material that is:
  - Prohibited by local, state, or federal law.
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
  - Obscene or otherwise inappropriate for the library environment.
  - In violation of another's intellectual property rights. For example, you cannot reproduce material subject to copyright, patent, or trademark protection.
20. The Library is not responsible for any lost, damaged or stolen property the Maker may bring into the makerspace.