

Maker Metro Policy

First things first:

- You must have a library card to use Maker Metro.
- A signed Maker Metro Release of Liability form must be on file to use Maker Metro.
- Any patron under 18 must have their parent or legal guardian's signature on the Maker Metro Release of Liability form.
- Any patron under 13 must always have an adult with them while using Maker Metro.

Booking

- The Maker Metro machines are available for booking during select hours throughout the week.
- Appointments will be scheduled in 1-hour increments with a maximum of 2-hours per day.
 - If you do not arrive within 15 minutes of your scheduled appointment time, the appointment will be canceled, and the machine will be made available to other patrons.

How to Use the Space:

- Maker Metro Staff are not experts; however, they will be available to answer questions and aid in the basic use of the equipment as time and experience allows. Staff will not create designs or aid in graphic work. Maker Metro cannot guarantee the success of your designs and how they appear on your project. As Maker Metro is a Do-It-Yourself space, you will be expected to research and learn the machines as well as complete your projects on your own.
- Laptops are available for you to use. If you use a laptop, you need to make sure you bring a way to save your work, whether that's with a USB, SD card, or email and/or cloud accounts with the necessary log-in information. Files saved to our computers will be deleted at the end of each day.
- You may prepare your designs ahead of time and bring them in on a USB or SD card. You may also email us at makermetro@ccploho.org with your design attached.
- You will only be given up to 2 hours to work with our machines each day, in which you may create as many projects as time allows.
- Maker Metro staff asks that you do not start any new projects in the last 20 minutes of your time in the space. You may not have time to complete them and may need to schedule more time to finish your work.
- Be respectful of library staff, the other patrons using the makerspace, and the equipment within the space. We want to foster an inclusive space where anyone can come in, create, and learn.

Materials & Pricing:

- All machinery and laptops in the Maker Metro are free to use.
- Maker Metro does not currently charge to use the materials that we keep in stock; however, patrons will be limited to the number of materials they can use during their session. We recommend bringing your own materials to guarantee you have what you need.
 - Please note that any material brought into Maker Metro must be approved by the staff.
 - This policy of free library stock will change in the future and will be reflected on our website, within this policy, and in any signage around Maker Metro.

Restrictions:

- You may not create any projects that may be viewed as obscene or inappropriate for the library environment.
- You may not create anything that is prohibited by local, state, or federal law.
- No weapons are allowed in the makerspace, and you may not create weapons with any of our equipment.
- You may not create material that is in violation of another's intellectual property rights. Our makerspace equipment may not be used to create material that is subject to copyright, trademark, or patent protection.
- Library staff may delete or cancel the creation of any material that violates the Clark County Public Library policies at any time.
- No food or drinks are allowed in the makerspace.

Safety measures:

- Prioritize the safety of yourself, others, and the machines as you use the Maker Metro. Always use the safety equipment provided, and make sure you know where the first aid and fire safety kits are located.
- Before you begin using a machine, make sure that it is set up properly. If you have not used it before or are not sure how it should be set up, ask library staff.
- Do not alter or perform any repairs on makerspace equipment. If there is an issue with a machine, please seek out library staff to fix it.
- Treat the makerspace with care – this includes any equipment or materials. Keep the space clean and please return items where you found them.
- In the case of an emergency, please use the first aid kit or fire safety tools provided, then let library staff know of the issue as soon as possible. Emergency numbers are listed beside our safety equipment as well.