



Okefenokee
Regional Library System

Makerspace Use Policy

The Okefenokee Regional Library System (OKRLS) is excited to offer a Makerspace for public use. Items have been selected for all ages and collections are designated for Children, Young Adult, and Adult use, and include kits, software, equipment and accessories. These items are intended for in-house use and for self-guided exploration, practice and production. Exceptions may be made, on a case-by-case basis, for off-site use for educators, organizations, homeschoolers, and individuals.

Guidelines for Use

- Makers must be valid PINES library cardholders to use the 3D printers, CNC machine, or any other activity that requires a fee.
- Tools and equipment are available to makers on a first come, first served basis.
- Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
- **OKRLS does not accept responsibility if a project is destroyed, does not print correctly, or does not work.**
- OKRLS reserves the right to halt or disallow the creation of items that violate OKRLS policy, including the creation of unauthorized weapons, pornography, or illegal items.
- Only library computers may be connected to library machines.
- Projects must be approved by staff prior to use of 3D printers, CNC machine, etc.
- **Machinery will be run or directly supervised by staff.**
- Covered drinks are welcome in the Makerspace. Food is not permitted.
- OKRLS's Code of Conduct and Internet Use Policy apply to the Makerspace.

Costs for Use

Use of the Makerspace space is free. Use of some equipment and materials, however, may be subject to fees.

- **The maker agrees that OKRLS is not responsible for any manufacturing defects or the quality or workmanship of any of the tools, materials or equipment supplied by OKRLS, or for the quality or condition of a maker's project.**
- The maker agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace.

- The maker is welcome to bring in her own materials for use with the 3D Printer and CNC machine, but staff must approve all user-supplied materials before they are used on equipment, to reduce risk of damage to equipment or harm to other makers. Library staff reserve the right to disapprove certain materials, tools, etc., at their discretion.
- OKRLS is not responsible for any damage to, or loss or theft of, the maker's property. See OKRLS's policy on patron property left on OKRLS premises.
- OKRLS may require payment of charges/fees at the time of use or later, and may charge the maker's OKRLS account (or, if a minor, the parent/guardian's OKRLS account) or seek payment by other means, in its discretion.
- The user bears responsibility to use the items properly and to pay for any expended consumables and missing or broken parts. **The maker (or, if a minor, his parent or guardian) is responsible to pay any charges or fees for use of equipment, material and supplies provided by OKRLS, and for all loss or damage to OKRLS property or clean-up expense.**

Use Costs	
Makerbot Replicator (5 th gen)	\$1 machine use fee, \$0.20/g
UP! Plus 2	\$1 machine use fee, \$0.20/g
Shapeoko 2	\$1 machine use fee
3Doodler	\$0.50 cost per stick of filament
Replacement Costs	
Makerbot Replicator Replacement Extruder	\$175
UP! Plus 2 Nozzle	\$20
UP! Plus 2 Extrusion Head	\$230

Makerspace Computer Use

- A computer station can be reserved up to a week in advance for two hours. Users may have one reservation per day. If no one else is waiting to use the station, time may be extended.
- Walk-in reservations are welcome, but prior reservations have priority. Some machines will be unavailable because of programs.
- After patrons log off the computer, the memory may be cleared. Please be sure to save your work externally.
- OKRLS is not responsible for equipment or files left behind.