

Makerspace Equipment Usage Policy

Version 2.1.1
Summer 2024

Equipment Usage Policy:

The Makerspace is open to all students, faculty, and staff of Muhlenberg College (the "Muhlenberg Community"). Any access by non-members of the Muhlenberg Community must be approved by the Innovation and Entrepreneurship Program Director (the "Program Director"). All Muhlenberg Community Members utilizing the Makerspace agree to comply with the following requirements and restrictions.

I. General Conduct and Safety

- Comply with all Makerspace, Innovation and Entrepreneurship Program, and Muhlenberg College Policies.
- Not use the Makerspace for commercial purposes without the prior approval of the Program Director. This includes fundraising for clubs, organizations, etc.
- Comply with intellectual property laws at all times, including, but not limited to, trademarks, logos, and copyrighted designs.
- Keep the Makerspace and everything within them clean and organized. If you take it out... put it back.
- Be respectful to Makerspace staff, other users of the Makerspace and towards the Makerspace and its equipment at all times.
- As per Muhlenberg policy, weapons, weapon accessories, and other dangerous, prohibited, or inappropriate items are banned from being produced in the Makerspace. This includes fake/prop weapons unless prior approval is obtained from the Makerspace staff.
- Notify Makerspace staff if there are any issues, concerns, or if you witness any violation of policies with regards to the Makerspace.
- Food and drink are not allowed in the Makerspace with the exception of closed water bottles. Keep all water away from equipment. No water is allowed in the Fabrication Lab.
- Long hair must be tied back. Do not wear loose clothes. Dangling jewelry and loose accessories must be put away or secured. Wear appropriate eye protection and safety equipment when using Makerspace equipment. Closed toed shoes only in the Fabrication Lab.
- Use caution and act appropriately when dealing with equipment, tools, blades, potentially dangerous materials, flammable materials, etc.
- Do not use equipment or tools for anything other than for their intended purposes.
- All items produced in the Makerspace must adhere to the Muhlenberg Code of Conduct
- The Makerspace staff instructions must be followed at all times in all matters of the Makerspace.

II. Training and Usage

- Use of the Makerspace machines is allowed under staff supervision.
- Unsupervised use of the Makerspace is conditional upon attending an orientation session and demonstrating a familiarity with the machines. Once you are granted swipe access, you may use the machines without supervision.
- Users can only use the equipment they have been trained on.
- Appointments can be scheduled on the Makerspace website.
- Permission to use a piece of equipment can be revoked or suspended at any time at the discretion of Makerspace staff.

III. Hours and Access

- Supervised hours will be designated every week where users can receive additional assistance from Makerspace staff. Makerspace open hours are posted on the Makerspace website.
- Trained users must contact the Program Director to receive keycard access to the Fahy Commons on an as-needed basis.
- All guests must be accompanied by authorized users and may only visit during supervised hours, with permission.

IV. Equipment Reservations

- Users are encouraged to reserve the machine they will need ahead of time using the calendar.
- Priority is given to those who have reserved the equipment.
- If you need to use a computer, but are not using a piece of equipment, kindly ask to share it.
- Faculty reservations for curricular use, including repeat reservations, must be approved by the Program Director.
- Reservation scheduling and equipment use is subject to the discretion of the Makerspace staff.

V. Makerspace Conduct

- If you are unsure about how to properly use a piece of equipment, please notify Makerspace staff in order to prevent damage to equipment or risk of injury.
- Do not store personal files on the Makerspace computers. All files should be backed up to your personal Google Drive or to a USB drive. Make sure to log out of all online accounts and remember to collect any external storage devices. The Makerspace is not responsible for any files saved to the computer hard drives.

- Please do not leave personal belongings unattended. The Makerspace is not responsible for personal items.
- All projects must be picked up upon completion. Store projects in appropriate storage locations or remove them from the Makerspace.
- Turn off all equipment and return all tools, materials, and supplies to their proper storage locations when finished with your session.
- Do not touch equipment being used by others. However, if a project is left on a piece of equipment for more than 30 minutes, you may carefully remove it and place it to the side.
- Do not remove tools, supplies, or anything else from the Makerspace.
- Use appropriate work surfaces when using tools and supplies.

VI. Materials and Supplies

Definitions:

Materials are consumables that are used in conjunction with Makerspace equipment. Examples of materials include 3D printer filament, vinyl, sublimation paper, etc.

Supplies are all other consumables that assist in making. Examples of supplies include glue, tape, string, etc.

Stock materials are those materials that the Makerspace has on hand for students to use.

Users can use stock materials and supplies in the Makerspace or bring in their own materials from the list of approved materials that can be found in the Makerspace. Each piece of equipment has its own list of stock materials and a usage policy regarding consumption of materials and supplies that can be found on the Makerspace website.

Users must get permission from a Makerspace staff to use any material not found on the list of approved materials. Users will be held responsible for damages caused by the use of unapproved materials.

You may not remove any supplies from the Makerspace. Please only take and use what you need and return supplies to their storage location when finished with your session.

Students, staff, and faculty may reasonably use stock materials and supplies without charge. Special charges may apply for exceptional use, special order supplies, department, club and organizational use.

VII. Usage policies

The Makerspace is designed as a creative space for prototyping and design. It is not a production facility. Therefore, we ask that you adhere to the following limits for creation using our materials:

- No more than 20 stickers or buttons of the same design
- No more than 2 sublimation items or wearables of the same design
- No more than 2 3D printed items of the same design
- No more than one poster

Once these limits have been reached, or if you wish to pursue a greater size of project, you may work with the Makerspace staff to discuss what you would need to provide, which could be: printable media, ink, or other materials.

For individuals: Do not use the Makerspace for commercial purposes without the prior approval of the staff. This includes fundraising for clubs, organizations, etc., as well as anything you intend to sell.

For clubs and organizations: The Makerspace is happy to help you create items to promote your club, but we are not here to supplant your budget. If you have an idea for a fundraiser or some other effort involving the Makerspace, please discuss it with the Makerspace staff.

For other campus departments: The Makerspace welcomes collaborations and would love to work with you on various projects! But we are not a service office. We will happily consult with you on how to achieve your project goals, and train your people in how to create the things necessary, and advise you on the appropriate things to buy.

VIII. Violations/ Penalties

The intent of the Makerspace staff is to ensure a safe and usable space that supports an open and welcoming community. Our policies and guidelines have been created to help every member of the Muhlenberg Community maintain the space. We understand that accidents happen and it is possible to forget guidelines occasionally, so if a Muhlenberg Community member does forget, they will be reminded of our Makerspace policies.

Violations will be discussed and evaluated by the Program Director based on the severity of the violation and the intention of the violator.

At the discretion of the Program Director, users may be required to reimburse the Makerspace for damage caused directly or indirectly by their actions.

All Makerspace guests/users assume all risks associated with using the Makerspace and its equipment and are responsible for knowing Makerspace, Innovation and Entrepreneurship Program, and Muhlenberg Policies.

Consequences for violating any of the Makerspace policies, rules and guidelines are at the sole discretion of the Program Director including, but not limited to, revocation of access to the Makerspace and/or the equipment, tools, materials, and supplies. In addition, violations of the Makerspace policies, rules and guidelines and/or misuse of the Makerspace may result in a referral for disciplinary action to the Dean of Students.