



Pasadena Public Library Maker Machine Policy

I Scheduling

- Patrons are required to earn the specific maker machine badge by taking a one-time, free orientation class prior to making a reservation. Orientations may be taken at the Pasadena Public Library - Central location. Please check our online calendar for orientation dates/times.
- Parents/guardians may be required to attend the orientation class with their underage child. Please see specific machine policy for age restrictions.
- Patrons are required to request reservations via the online reservation system. Please note, reservation approval will take 2-4 business days. Patrons are encouraged to contact library staff if there are issues accessing the online reservation system. Patrons are limited to one reservation per day.
- Patrons can reserve Maker Lab machines up to 2 weeks in advance.
- Patron priority is based on a first-come, first-served basis based on requests submitted through the online reservation system. Priority will be given to library programs and activities and is subject to staff availability.
- Patrons will be notified by email through our online reservation system.

II All Machine Usage

- Maker services are available to all ages; however, certain equipment will have minimum age requirements to ensure safety precautions are being taken. Please see specific equipment for age restrictions.
- Use of the Maker Lab requires patrons to sign a liability waiver. Parents/guardians of underage children are responsible for supervising their children and must sign a liability waiver for their child.
- The library reserves the right to share patron projects made on the library's machines on library marketing materials and social media outlets.
- The Maker Lab is intended to provide access to maker equipment. Patrons are expected to design and complete their own project. Staff will be present to facilitate machine operation only and are not responsible for file creation or file modifications.
- Patrons are expected to clean up debris from their projects from both the machine and the lab workspace. A vacuum will be provided if necessary.

III Restrictions

- Pasadena Public Library's maker machines may be used only for lawful purposes. Users will not be permitted to use the library's maker machines to create material that is:
 - i) Prohibited by local, state or federal law.
 - ii) Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the library environment.

- iii) In violation of another's intellectual property rights. For example, the maker machines will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- The library reserves the right to refuse any project request.
- No food or drink is allowed inside the maker lab.
- Supervision of the use of the maker machines by library staff does not constitute knowledge or acknowledgment of any unapparent final use of the product, and the library specifically disclaims any knowledge thereof.
- The library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal material is damaged or destroyed while using library maker machines.
- With approval from staff, patrons may plug personal computer equipment (external storage devices) into the library's computer or maker machines at the time of machine use.
- Abuse of machines and/or scheduled lab time may result in the loss of use privileges.

Maker Machines & Software

I 3D Printer

- Patrons under 16 years of age must be accompanied by a parent/guardian who has earned their Prusa 3D printer orientation/machine badge.
- 3D printers may only be used with filament provided by the Friends of the Library. For safety and to avoid potential damage to the machines, patrons may not bring and/or use alternative filament.
- Filament donations will not be accepted.
- Payment for printed objects (10¢ per gram for regular filaments and 20¢ per gram for special filament) is collected by staff. Total cost will be rounded to the nearest gram. For example, if your print weighs 1.35 grams, it will be rounded down to one gram. Payment is used to reimburse the cost of filament and machine maintenance.
- Patrons are required to stay the first 30 minutes of a print job to ensure the print successfully begins and must remain in the building for the duration of the print job. Patrons are responsible for paying for their objects once completed.
- Except in cases of mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a patron's control, patrons are expected to pay for completed prints and may not request a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material or other options pre-selected by the patron.
- Objects printed with a raft, supports, or brim will be weighed and included in the final cost before their removal.
- Patrons can reserve up to four hours of machine time. Reservations for the 3D printers may not exceed four hours and all prints must be completed within your allotted time. However, as the schedule allows, time may be extended based on the availability of equipment and staff.
- Overnight prints will not be considered or approved.

II Adobe Suite

- Patrons wishing to use Adobe Suite (and not maker equipment) can make reservations on a first-come, first-served basis, depending on availability.
- Appointments for the Adobe Suite cannot be made in advance.
- Patrons are responsible for saving their projects to their personal external storage devices. Projects saved on the library computer or cloud storage will be deleted at the end of the day.

III Cricut Maker 3 & Heat Press

- Patrons under 16 years of age must be accompanied by a parent/guardian who has earned their Cricut orientation/machine badge.
- Patrons must remain with the Cricut machine while it is in operation.
- Patrons must remain with heat press while it is in operation. The heat press must not be left unattended while in use.
- Heat presses require careful review of materials to ensure safe operation. All materials used in the heat press must be approved by lab staff. Upon inspection, use of material may be denied at staff discretion.
- Patrons are required to provide their own materials.
- Material costs are not reimbursed. The library is not responsible for failed jobs or materials damaged by the heat press.
- Patrons can reserve up to two hours of machine time. Reservations for the Cricut may not exceed two hours and all projects must be completed within your allotted time. However, as the schedule allows, time may be extended based on the availability of equipment and staff.

IV Laser Cutter/Etcher

- Patrons under 16 years of age must be accompanied by a parent/guardian who has earned their Glowforge Laser Cutter orientation/machine badge.
- Patrons must remain at the laser machine while it is in operation. The laser machine must not be left unattended while in use.
- Patrons are required to provide their own materials. See individual machine policy for approved materials.
- Laser cutting machines require careful review of materials to ensure safe operation. All materials used in the Laser machine must be approved by staff. Upon inspection, use of material may be denied at staff discretion.
- Material costs are not reimbursed. The library is not responsible for failed jobs or material damaged by the Laser machine.
- Patrons can reserve up to two hours of machine time. Reservations for the Laser cutter may not exceed two hours and all projects must be completed within your allotted time. However, as the schedule allows, time may be extended based on the availability of equipment and staff.