

- No library card is needed to access Maker Central.
- Adults are welcome to use Maker Central independently after signing a waiver. Teens must have the permission of their legal guardian, who signs a waiver on their behalf. Children 12 and under must be accompanied by an adult at all times.
- All EVPL policies apply within Maker Central and to any library users using the space, equipment, or materials.
- Users are expected to use all items properly and safely and to utilize all of Maker Central in a fashion that does not damage EVPL's or other users' property.
- Only one machine may be used at a time per person, unless an exception is made by EVPL staff.
- Select tools will require in-house competency training prior to independent use.
- Library staff are available for limited assistance. Staff are not experts, but they will assist as much as they can. Individuals who need extra help are encouraged to book an appointment for one-on-one assistance.
- Reservations for equipment can be made up to two weeks in advance. There is a 10 minute grace period before reservations are canceled. Walk-in reservations may be available but are not guaranteed. All projects (except 3D printing) must be finished at least 15 minutes prior to the library closing.
- Maker Central will close 15 minutes prior to the closing of the building to allow time to clean up, put away, and reset equipment, materials, and the space itself.
- Users are responsible for abiding by copyright and patent law. They may not use the intellectual or artistic work of others without their permission or create objects that are unlawful, defamatory, obscene, pornographic, or contains explicit language.
- Users are expected to clean up after themselves, including returning EVPL equipment and materials to its storage area.
- Limited materials for practice are available but not guaranteed. Users may bring in their own materials for use with equipment contingent on approval from staff (does not include 3D filament).
- Users must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital or print) from library equipment before the end of their session.
- EVPL cannot guarantee product quality, satisfaction, equipment availability, or confidentiality of design.
- Overnight storage of user materials, projects, equipment, or other personal property in the makerspace is prohibited, with the exception of 3D printing projects.
- Any accidents, including damage to EVPL property, must be reported to library staff immediately.
- Users may be asked to leave Maker Central or EVPL property if they fail to comply with any of these rules.

## 3D PRINTING

- Equipment must be used in the Maker Central and cannot be taken offsite.
- Projects using the 3D printer must be pre-approved by staff prior to use to ensure proper file format, size, and materials. Library staff reserves the right to deny the use of tools, equipment, or consumable materials, or to halt, delete, or cancel the creation of items that violate any library policy.
- Projects that are still printing at the time the library closes will be paused by EVPL staff and resumed upon opening the following day.
- 3D printing projects that require a longer printing time may be picked up by the user at a later time. Items printed from 3D printers that are not picked up within 14 days will become property of EVPL.