

## Library Makerspace Release Form

Only designated Library staff and trained volunteers will have hands-on access to the makerspace equipment (Ultimaker or Toybox 3D printers, Canon large format printer, Glowforge laser engraver, etc.). Patrons will request services using the designated form and will be contacted with an estimate of cost and completion time.

Items may be picked up at the Service Desk at the end of the estimated print time. Library staff will provide an estimate about the length of a job based on the design within the software platform, however unforeseen issues could delay the job. Items not picked up within 3 business days of job completion will become property of the Library and may be retained, transferred, or discarded.

Patrons providing their own materials for the Glowforge should note the size limitations:

- Maximum height: 2 in (5 cm)
- Maximum width: 20 in (50.8 cm)
- Cutting area: approximately 11 in (27.9 cm) deep and 19.5 in (49.5 cm) wide
- Maximum depth: 18 in (45.7 cm)

Patrons may see slight imperfections in their prints. Small bumps or holes and rough edges at the base of an object may occur with 3D printing. These imperfections can often be minimized with fine sandpaper or other tools. Cuts and engraving on Glowforge may require testing and reconfiguring settings or re-design to prevent damage. The Library is not responsible for defects in printing.

Patrons utilizing the Library's makerspace equipment, agree to:

- Abide by all applicable local, state, and federal laws.
- Not use resources in a manner that is unsafe, harmful, or poses an immediate threat to the well-being of others.
- Not use equipment and materials in a manner that causes damage to property.
- Not violate the copyright or intellectual property rights of another.

### Library Makerspace Agreement

By signing below, I indicate that I understand the terms of the Library's makerspace equipment policies and procedures and agree to abide by them when requesting services.

The Library nor its governing and funding authorities are not responsible for any object created with the makerspace equipment, including any harm or injury incurred because of the usage of the equipment.

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Printed Name

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Signature

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Date

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Parent/Guardian's Name (if under 13)

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Signature

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Date