

University Libraries Makerspace Guidelines and Regulations

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Overview

As a center of learning, scholarship, and creative activity, the University Libraries Makerspace provides a safe and well-maintained environment for the UNLV community to explore and be inspired. We offer a range of technologies, services, and experts to help you unleash your creativity and experiment with emerging modes of scholarship. To assure your success, we foster an inclusive culture of community and respect; asking that all users adhere to the UNLV Student Conduct Code and the University Libraries Expectations for User and Visitor Conduct while engaging with the space. Additionally, all will become familiar with the following general guidelines for behavior in order to maintain a safe and functional environment for all.

Access

- The Makerspace is available to all registered UNLV students and current UNLV faculty and staff. you must attend the Makerspace orientation and sign a user agreement prior to working in the space.
- Upon entering the space, you must present your Rebel Card and communicate the purpose and nature of your project to a Makerspace attendant.
- All UNLV students, staff, faculty may enter the Makerspace during open hours. Hours are subject to change and align with special hours of Lied Library.

Equipment and Materials Access Guidelines

- There is no charge to use equipment, but only materials purchased may be used with makerspace technology.
- The Makerspace may provide some materials free of charge. You must check in with an employee to use complementary materials.

- You must communicate the purpose of your project and follow the requirements for individual equipment and materials. Only materials provided by the Makerspace may be used with equipment. Use of unauthorized materials will result in a loss of Makerspace access.
- You must pay for materials at the Lied Library Circulation Desk immediately following the completion of your project. Non-payment will result in a hold on your library account.

Conduct and General Guidelines

Check in?

- Present your Rebel Card and communicate the purpose of your visit to a Makerspace employee.

Personal Safety

- Food is not permitted.
- Only covered drinks are permitted.
- Bags and jackets should be hung under tables or stored in lockers and not left on the floor.
- Do not startle or distract anyone using a tool.
- Do not use the Makerspace if you are tired or in a hurry.
- No running in the Makerspace.

Dress Code

- Always wear appropriate eye protection and safety glasses when required.
- Do not wear loose clothing or accessories that may be caught in the equipment. This includes headphones, earbuds, ties, jewelry, and clothing with loose sleeves.
- Tie up loose and long hair as much as possible. To prevent harm, make sure no hair is exposed to the equipment.
- Wear closed toe shoes. No high heels or sandals.

Weapon Making and Tools for Vandalism are Prohibited

- According to University policy, weapons, weapon accessories, and replicas may not be produced or carried on campus. Guns and weapons of any kind may not be created or used in the Makerspace.

Hazardous Waste

- Do not dispose of hazardous waste in the trash. Please notify a Makerspace employee of any hazardous waste; do not attempt to dispose of it yourself.

Clean Up

- When finished working on a project or machine, it is your responsibility to make sure that the equipment and area around the equipment is clean. Failure to do so can result in injury to yourself and others. Also be sure that a work area is clean before beginning a project.

Power Outage or Fire Alarm

- In the event of a power outage or a fire alarm, stop what you are doing and exit the Makerspace. If you need special assistance, ask a Makerspace employee.

Project Storage

- Projects left unattended in the Makerspace will be disposed of at the discretion of the Makerspace Employee.
- Projects that must be left in the Makerspace for an extended period must be stored in a locker. Lockers are first come, first served and must be reserved using your library account. Lockers can be reserved for two weeks with the option to renew one additional week. Projects left in lockers beyond their reservation time frame will be disposed of at the discretion of the Makerspace employee.
- You may not store chemicals or hazardous materials in Makerspace lockers.
- The University Libraries are not responsible for the loss or theft of personal property left in lockers.

Equipment Guidelines

The purpose of this document is to introduce equipment safety guidelines. This document does not cover all aspects of safety and operations of the Makerspace equipment, but does cover important guidelines. For complete safety instructions contact a Makerspace employee and also read the complete equipment manuals before use. Complete manuals are located on the Makerspace web page.

3D Printers

- Only approved materials sold by the Makerspace may be used with the 3D printers.
- Do not leave the 3D Printer unattended while it is printing unless arranged with staff in writing.
- 3D Printers generate high temperatures and include moving parts that can cause injury. Never reach inside the 3D Printer while it is in operation. Wait for the 3D Printer to cool down before reaching inside.
- If using a scraper to detach printed objects, always push away from yourself. Do not put yourself in the path of the sharp side of the scraper.
- The 3D printers may only be used for lawful purposes. No one is permitted to use 3D printers to create materials prohibited by University policies, local, state, or federal law (e.g. guns, ammunition, and explosives). [NRS 202.265](#).
- The library cannot guarantee item quality or stability, nor confidentiality of designs. Any finishing steps (e.g. removing rafts/supports, sanding, removing paper backing, etc.) is the responsibility of the user.
- Print jobs left in the Makerspace must be retrieved by the owner, using a valid ID. Items not picked up within 30 days become property of the UNLV Libraries.
- All print jobs must be completed during the open hours of the UNLV Library. Overnight printing is not permitted.
- You are required to follow all safety guidelines articulated in the [Lulzbot Taz 6 User Manual](#)

Laser Cutter

- Only approved materials sold by the Makerspace may be used with the laser cutter.
- You may not use the laser cutter unsupervised. To use the laser cutter, you must make an appointment with a Makerspace employee who will assist you with your project.
- Never leave a laser cutting project unattended. You must be present for the entirety of your project.

Vinyl Cutter

- Only approved materials sold by the Makerspace may be used with the vinyl cutter.
- Always keep all body parts and objects away from the machine while cutting is occurring.
- Do not adjust the machine parts when the power is on.
- Do not use machines for purposes other than what it is intended.
- Make sure the machine is clean before and after use.
- Make sure vinyl is properly inserted into the cutter.
- Discard excess material in the proper waste container.
- Vinyl cutter jobs may not be left unattended unless arrangements are made with staff in writing.

Sewing Machine

- Only approved materials sold by the Makerspace may be used with the sewing machine.
- Turn off the machine when setting up your sewing project.
- Never place your hand under the “foot” of the machine or the needle.
- Do not use machines for purposes other than what it is intended.

Tools

- You may bring in your own hand tools into the Makerspace, but employees may choose not to allow certain tools on a case-by-case basis. You must present your tools to staff upon arrival.
- Power tools other than those provided by the Makerspace are prohibited.
- Spray painting is not permitted.
- Do not use tools for purposes other than what it is intended.
- Return tools to their original location and notify staff if a tool is broken or missing.

Intellectual Property

You must agree to this statement on intellectual property:

- Use of the University Libraries Makerspace is subject to University of Nevada, Las Vegas and the Nevada System of Higher Education intellectual property policies: [Title 4, Chapter 12 Intellectual Property, Research, and Entrepreneurial Activity](#) and the [UNLV Intellectual Property Policy](#).

I warrant that I am authorized to use the applicable files, data, images, or any other materials (collectively “Content”) in the Makerspace and that the use of the Content will not infringe upon any third party’s

copyright, patent, trademark trade secret or other proprietary or intellectual property rights. I agree to use the Makerspace exclusively for lawful purposes that respect the policies of the Nevada System of Higher Education, the University of Nevada, Las Vegas, and the University Libraries.

Consequences for Violations of Guidelines and Regulations

- Failure to comply with Makerspace Guidelines and Regulations can result in, but is not limited to: being asked to leave the space, being banned indefinitely, and potential legal action if necessary. Consequences for breaking violations are at the sole discretion of University Libraries staff.