



B³M SAFETY, RULES, & REGULATIONS

General Information

- The Briggs Lawrence County Public Library's Briggs Beyond Books Makerspace (B³M) aims to create an inspiring, positive, welcoming environment for all. For your, and everyone's safety, please read the risks and our regulations regarding the equipment below.
- Please read our Policies regarding Storage, Suspensions, Activity and Machinery Safety.
- Individuals who have not signed a waiver and consented to filling out a survey is permitted to use the B³M.
- Individuals under 18 years of age must be accompanied by an adult, instructor, or educator.
- Items in the B³M are available for public use. If there are any concerns about using a product, please ask staff for assistance.
- If you have a project at home you would like to finish or work on in the B³M, send us an email to see if we have the space or machines available.
- If you have any questions or would like to book the space, contact us!
- Website: www.briggslibrary.org
 - Phone: (740) 867-3390
 - Email: makerspace@briggslibrary.org

General rules

- No running in the B³M.
- Closed toe shoes must be always worn in the space.
- Long hair must be tied up and jewelry must be taken off when using the machines in the space.
- Use the correct PPE for each machine if specified.
- NO FOOD OR DRINKS. Bottled water or other closed lid containers are allowed in the space but must be kept away from all equipment.
- Please do not move, pick up, or handle equipment without staff assistance.
- If a machine is making strange noises, is smoking, or stops working, inform staff immediately. Do not use a machine with an "Out of Order" sign.
- If you can't reach an object, ask for assistance. Do not attempt to grab out of reach objects without a ladder.
- Respect everyone in the space.
- Do not touch, take, change, stop the creation of or deconstruct projects you do not own unless proof of permission is shown by the owner.
- Clean up space and return materials and equipment after use.
- Ask questions if you are unsure about any equipment in the space. We want to help!

Storage

- The B³M will not keep projects for more than 10 business days. Abandoned projects will be broken down and recycled to make room for other projects. If you plan on leaving projects here for any length of time, please arrange pick up or book storage with us.
- You can book storage space directly with staff. This is to ensure that projects will not be touched or broken down.
- We will contact you before the 10 business days are up to confirm you still wish to hold the project in the B³M. If a project is left in the space without informing staff about it, it will be set aside and kept for a week before being recycled. If you forgot a project or item, please call us so that we can set it aside for later pickup.
- Items like sweaters, water bottles, or other personal items will be placed in our lost and found.

Bans, Suspensions and Warnings

- The B³M has a 3-strike rule for disciplinary action. First is a warning, second is a temporary suspension, third is a permanent ban.

- Purposefully or consistently breaking rules will result in a warning and will be marked down on your B³M profile.
- After the second warning, depending on the severity of the situation, you may be asked to leave and not to return for X number of days which is determined by staff. Suspension can last from a few days up to 30 days. You will be asked to leave if you attempt to enter the space while on suspension. If you continue to disregard our policies and are given another warning after a suspension, it will result in a ban from the space. If you demonstrate that you are a hazard or potential hazard to other Makers or equipment (i.e., Intoxicated, belligerent, hostile, etc.), or if the Briggs Lawrence County Public Library System (BLCPL) has barred you from entering the building, you will not be permitted to enter the space and will be given a suspension or ban depending on the severity.
- If you are suspected to have stolen or sabotaged equipment or creations from the B³M an investigation will be conducted and if the inappropriate conduct is confirmed, you will be banned from the B³M.
- If your ban is only related to the B³M, you can attempt to appeal it by meeting with the Executive Director Gretchen Claypool, and the Makerspace Coordinator, Gavin Boggs, to further discuss if you are ready to re-enter the B³M.

Activity and Machinery Safety

Please follow these safety rules and precautions specific to the B³M. All other library rules apply.

Machines 3D Printers

- Do not touch the nozzle of the 3D printer with your hands. It is over 400°F when in use. Always assume that the nozzle is this hot. Use tweezers to clean extra filament from the nozzle.
- Use gentle pressure or twisting to break parts loose when removing parts from a print bed. If this does not work, use the supplied tools. This will keep the machines, your hands, and your print in good shape.
- Start at one corner of the part and move slowly when using the supplied print removal tools. Only apply the necessary amount of pressure. Most parts can be freed by getting the scraper just under the part, then twisting the scraper slightly to loosen the part. Always push away from yourself. Never put your hand or any part of your body in the potential path of the sharp object.
- Never move or handle the 3D Printer while it is in use.
- Do not cancel or remove a print that isn't yours.
- If the print is looking weird, inappropriate or is spewing spaghetti filament, please inform staff.
- Inform staff immediately if you hear the machine making strange noises like clunking or grinding.

Laser Engraver/Cutter

- Watch the laser while it's running. NEVER let it run unsupervised.
- Turn on the ventilation while running the laser.
- Users MUST wear PPE lenses when using the laser engraver
- Do not look at the bright light (laser emittance) coming from the laser cutting/engraving process.
- Do not touch or open the machine while it's in use.
- Do not remove scraps or material from the Laser Cutter unless the machine is complete/off.
- Do not remove the written manual, manual focus guide, Materials Safety sheet, Quick Reference sheet, or any other device/material located at the Laser cutter and its computer.
- If there is a thumb drive in the computer, do not remove it, instead inform staff in case it is in use.
- If the machine catches fire or makes strange noises, please inform staff immediately.
- Use the materials provided. If you want to use your own materials, consult staff.
- Remove your material from the laser system when you're finished.

Paper Cutter

- Use PPE cut-resistant gloves
- Do not touch the blade
- Keep hands clear during the cutting process
- Do not distract a person using the machine.

Vinyl Cutter

- Don't reach into the working area of the machine while it is running. The cutting head moves quickly and unpredictably.
- Use care when cleaning or replacing the blade. When in doubt, ask a staff member in the space for assistance.
- The pen and blade clamp on the machine can be difficult to snap shut. Watch your fingers when doing this so you don't pinch your fingers.

Dremel/Rotary Tool

- Wear eye protection (available on the rolling cart) while use the rotary tool and, if using for an extended period of time, ear protection.
- Clamp smaller pieces, or pieces that are likely to move, into the portable vise. Make sure your hands are outside the tool's working area.
- When grinding, cutting or sanding, consider where you are pushing, and where it will cause the bit to go, should it break through the other side of the workpiece or slip. If it will go into you or someone else, STOP. Re-evaluate what you are doing before you proceed.
- Make sure the bit is secure in the rotary tool before turning it on.
- Never touch the bit while it is spinning.
- The trigger on the drill controls the speed and torque. Use the proper amount of "squeeze" for the materials you are working with.
- Release the trigger immediately if a bit binds in a hole and switch the direction of the drill. Slowly back the bit out.

Soldering iron

- Don't touch the tip of the iron with your hands, even if you believe it is cold.
- Avoid breathing in the fumes.
- Wash your hands after you are done soldering or wear gloves during soldering.
- Unplug the soldering iron after use. NEVER leave the soldering iron on unattended.

Computers

- All established BLCPL rules concerning computer, Wi-Fi, and network use also apply to the B³M lab.
- The computer is available for everyone but please be aware of the rules associated with it:
- Do NOT download or run programs from sites you are unfamiliar with/are not approved of. Doing this may result in a virus or Malware infecting the computer which can damage it. If you need something downloaded, check with staff first so they can approve of it. Knowingly downloading a virus/malware will result in a ban from the B³Makerspace.
- Do not unplug anything from the computer unless it is something you plugged into it.
- If anything is not working (the laptop, the internet connection, programs, etc.), please ask staff for assistance.
- Please recognize that if you save anything on the computer and leave without saving it to external storage like a thumb drive or external hard drive, those files may be modified, edited, or deleted. Be sure to bring an external storage device with you to avoid this or purchase one at the desk.

- Make sure to sign out of your accounts and don't save passwords on the machine. Doing so may result in unwanted users using/logging in to your account.
- DO NOT EAT OR DRINK AT THE COMPUTER

This Makerspace lab project was made possible in part by the Institute of Museum and Library Services LSTA CFDA 45.310 PROJECT # L-35-25

