

Subject: USCB Makerspace General Use Policy
Number: 410
Issued by: Library Director
Date: July 1, 2024

Makerspace Usage

The Makerspace is available to all University of South Carolina Beaufort (USCB)-affiliated students, faculty, or staff. You must have a valid USCB ID card to use the space. Exceptions must be approved by the Library Director in writing prior to use. In accordance with the USCB Library policy, children under the age of 16 must be accompanied by a parent or USCB faculty, staff, or student. A responsible party must supervise children under the age of 16 in the operation of Makerspace equipment. Unsupervised minors are not permitted in the Makerspace.

All adult users must sign in upon arrival. All users of the Makerspace must sign the USCB Makerspace Use Agreement and Release Of Liability (see Appendix I). Users at least 16 years of age, but under 18 years of age, must submit a Minor Makerspace Use Agreement And Release Of Liability signed by a parent or guardian (see Appendix II). Users must follow the direction of the Makerspace staff at all times. Use of the equipment is at the user's own risk. All users must follow the Makerspace Safety Guidelines. Any failure to comply with the above requirements will result in loss of Makerspace privileges.

Patrons may not utilize the Makerspace for any type of commercial use. Selling of items created in the Makerspace is not permitted.

Hours of Operation

The Makerspace hours of operation are standardized hours during the academic year and are aligned with the USCB Library's Hours. Hours may be subject to change for holidays or intercessions. Hours will be posted in the Makerspace and on the Makerspace webpage. All projects must be completed during standard hours of operation unless otherwise arranged with Makerspace staff.

Requests to use the Makerspace should be made through [25Live](#). Further, upon requesting the use of the Makerspace, an email should be sent to makerspace@uscb.edu to ensure the Makerspace staff are aware of the request. All requests are reviewed by the Makerspace staff and are on a first-come, first-serve basis with respect to open hours and staff availability. If support is needed for reservation, please see the Makerspace Events Policy.

Usage Limitations

Patrons need to alert the Makerspace staff regarding the use of equipment at least 48 hours in advance. If the 3D printers are available, Makerspace staff may approve the use of one machine at one time and at the discretion of staff. 3D printing projects may take several days

to complete. For longer prints, users need to provide advance notice and arrange for printing with the Makerspace staff.

Patrons may not utilize the Makerspace for any type of commercial use. Selling of items created in the Makerspace is not permitted.

3D Printing Limits

The maximum booking time for 3D printing is **3.5 hours**. If your print is estimated to take more than 3.5 hours, your print must start at least 4 hours prior to close. (For instance, if close is 5 p.m., your print must start no earlier than 1 p.m.) Prints must be monitored by users for at least 30 minutes prior to leaving them unattended. Prints may never exceed **10 hours in print time** unless pre-approved by a faculty member or the Makerspace staff. Prints over 3.5 hours should be for a specific instructional purpose. Makerspace staff reserves the right to stop a print if approval was not obtained or if the print is at risk of failing.

Free Material Limits

Free materials are a courtesy provided by USCB for eligible users for individual projects. Projects requested by departments for instructional purposes, student activities, or for class-related purposes are required to pay for the cost of the materials for those projects. We cannot guarantee the availability of any materials at any time. Makerspace staff must approve any materials purchased for or brought into the Makerspace. Free materials are limited to one project per person with a maximum of three projects per semester. Larger projects will be expected to provide funds to cover the cost of obtaining the materials. Advance notice of two weeks is also required for any project that requires making more than one or two items.

Makerspace Hours

To facilitate usage for the USCB community, the Makerspace has open hours for usage. Walk-in use of equipment in the Makerspace is on a first-come, first-served basis. Staff assistance is limited to demonstrating the use of the equipment. Makerspace staff do not provide assistance making items with the equipment or performing work for users in their absence. Users must be present and managing their projects at all times, unless pre-approved to be absent by a Makerspace employee. For more in-depth assistance, users may schedule an appointment with a staff member to demonstrate equipment use or assist with designing a project. All creation and management of projects are the responsibility of the user. Makerspace staff are not permitted to perform work on behalf of users.

3D Printing Policy

Users may not use Makerspace equipment to create objects that endanger themselves or others. Staff have the right to refuse any project. All projects must comply with the USCB Makerspace's 3D Printing Policy.

Makerspace Projects

All projects created within the Makerspace must respect the intellectual property of others and follow all U.S. copyright laws. Materials are available in the Makerspace at no cost if it is for an eligible user and only for a single or less than three items. Users may purchase materials for their projects, but they must be pre-approved by the Makerspace staff. Staff have the right to refuse any materials or projects at any time.

Makerspace staff provide assistance for the equipment provided in the space. However, the staff are not responsible for completing projects on behalf of Makerspace users. Further, staff may not be asked to manage the equipment to create a project on behalf of a user. Users are expected to perform all the tasks associated with completing their projects within the scheduled open hours for the Makerspace.

APPENDIX I: USCB Makerspace Liability Waiver

Please read and sign this waiver prior to using the Makerspace or any equipment provided within the Makerspace facility.

Safety and Conditions of Use

I agree that I am personally responsible for my safety and actions while using the MakerSpace. I agree to use the MakerSpace facilities, tools, equipment, and materials in a safe way, and to utilize safety gear appropriate for each task in which I engage. If I need to do something that may be dangerous, I will first consult with Makerspace personnel. If I have any questions as to the proper or safe use of any tool, equipment, or material, I will not use the same until I have consulted with Makerspace personnel. Further, I will not use any MakerSpace tools or equipment that require prior certification (e.g., CNC machine, bandsaw, etc.) unless I have first received such certification from Makerspace personnel. I will comply with all Makerspace policies and rules, including but not limited to all MakerSpace policies, guidelines, signage, and instructions. I agree that I shall be responsible to pay any applicable fees for use of MakerSpace facilities, tools, equipment, or materials, and for any and all damage, loss, or clean-up caused by my use of the same. Because the MakerSpace is open for use by other individuals, I recognize that confidentiality is not and cannot be promised. I understand that I am responsible for properly monitoring and labelling anything I bring into the MakerSpace, and that the Makerspace personnel are not responsible for any lost, damaged, or stolen property.

Assumption of the Risk

I recognize and agree that my use of the MakerSpace facilities, tools, equipment, and materials is entirely optional and voluntary. I further understand and agree that such use involves various inherent hazards, dangers, and risks, including without limitation, and only by way of example, the risk of trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes and other body parts; serious personal injury and illness, paralysis, permanent disability, and even possibly death; electrical shock; impalement; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to negligence of other users or Makerspace personnel or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, materials, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. I ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, THAT I MAY SUSTAIN, OR ANY LOSS OR DAMAGE OF PROPERTY I OWN, AS A RESULT OF BEING ENGAGED IN SUCH ACTIVITY, WHETHER CAUSED BY THE NEGLIGENCE OF THE CENTER OR OTHERWISE.

Release of Liability

With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue USCB or the Board of Regents of the University of South Carolina, its board members, officers, agents, servants, independent contractors, affiliates, employees, successors, and assigns (collectively the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or any of the property belonging to me, whether caused by the negligence of the Released Parties, any third-party using the MakerSpace, or otherwise, while participating in any activity while in, on, or around the MakerSpace and/or while using any MakerSpace facilities, tools, equipment, or materials.

Indemnification

I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, property damage, loss of use, monetary loss, or any other injury from or related to my use of the MakerSpace facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise.

Acknowledgement

By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in Sections 3 and 4; I am sufficiently informed about the risks involved in using the MakerSpace to decide whether to sign this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Wavier of Liability shall be governed by and construed in accordance with South Carolina law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Wavier of Liability as a whole.

Signed: _____

Date: _____

Appendix II

Liability Waiver for Minors

This agreement is between _____
(print your first and last name)

and the USCB Makerspace, LIBR 144, 8 East Campus Drive, Bluffton, S.C., 29909.

_____ By signing this agreement, I acknowledge that the USCB Makerspace is a dangerous place and I agree to HOLD HARMLESS the USCB Makerspace, its staff, its officers, and its directors.

_____ I also understand that I am personally responsible for my minor's safety and actions and will instruct and ensure s/he/they follow all safety instructions and signage while at the USCB Makerspace.

_____ I HEREBY WAIVE FOR MYSELF AND MY MINOR CHILD ANY AND ALL RIGHTS OF RECOVER, CLAIM, ACTION OR CAUSE OF ACTION AGAINST USCB MAKERSPACE FOR ANY INJURY OR DAMAGE THAT MAY OCCUR, REGARDLESS OF CAUSE OR ORIGIN, INCLUDING NEGLIGENCE AND GROSS NEGLIGENCE.

_____ I affirm that I am at least 18 years of age, mentally competent to sign this liability waiver, and the parent or legal guardian of:

(Print minor's first and last name)

(parent or legal guardian's signature)

(parent or legal guardian's printed name)

(minor's name)

(date)

Subject: USCB Makerspace Safety Guidelines
Number: 411
Issued by: Library Director
Date: July 1, 2024

General Makerspace Safety

- Secure all scarves, neckties, loose-fitting clothing, or jewelry when using machinery in the Makerspace. These items can be caught in the equipment and cause injury.
- Keep hands and arms away from machinery during operation.
- Never use a broken tool or machine. If you notice a tool or machine is broken, inform a staff member right away.
- Keep the floor clear of clutter, wires, and/or trip hazards.
- If you are unsure about how to safely operate machines or equipment, ask a staff member.
- Safety goggles, gloves, and masks are all available for your use. It is your responsibility to use the proper safety equipment for your project. Not sure what to use? Just ask!

Machine-Specific Safety Considerations

Please consult with Makerspace staff prior to using any equipment. Users in the Makerspace are not allowed to use equipment without the assistance of a Makerspace staff person. Please refer to the videos on the Makerspace web page regarding the equipment in the Makerspace for further safety guidelines.

3D Printers

- 3D Printers have hot parts that may burn your skin. Do not touch the extruder head or the print bed after turning on the machine.
- Use safety gloves when removing prints from 3D printer bed. Always point scraper away from your body when removing prints.
- 3D prints can break or have misshapen parts. Be careful when handling 3D prints. Makerspace staff are not responsible for misshapen or unusable prints.
- 3D printers may have jammed filament. If this occurs, seek assistance from the Makerspace staff, do not attempt to unjam the machine.

Cricut

- The Cricut is not intended for use by children 12 years or younger.
- Keep hands free of pinch points on the Cricut machine (note symbols on the machine).
- The Cricut has hot parts that can burn your skin.

- Do not leave the Cricut unattended during use.

Virtual Reality Headsets

- Injury may occur due to loss of balance while using the headset.
- Eye and muscle strain may occur.
- Injury may occur due to loss of awareness of surrounding environment.
- Injury may occur due to strong physical reflexes.
- Injury may occur due to prior medical conditions.
- Users should be aware that seizures, eye muscle twitching, severe dizziness or other conditions may cause blackouts or loss of consciousness triggered by light patterns or flashes in virtual reality headsets and software.
- If you experience any symptoms while using the virtual reality headsets, stop immediately and consult a medical professional.
- Restrict your usage to 30 minutes or less to reduce the likelihood of any ill-effects, especially for your first immersive experience.

Subject: USCBA Makerspace 3D Printer Use Policy
Number: 412
Issued by: Library Director
Date: July 1, 2024

This policy establishes how and under what circumstances eligible users may use the USCBA Makerspace's 3D Printers.

The 3D printers are available for use by USCBA students, faculty, and staff to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Makerspace's 3D printers may be used only for lawful purposes. Users are not permitted to use the Makerspace's 3D printers to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).
3. Obscene or otherwise inappropriate for the university environment.
4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Makerspace staff reserves the right to refuse any 3D print request.

Cost: 3D printing at the Makerspace is free on an individual basis for one or less than three prints. Departments initiating projects or instruction-related assignments for USCBA courses will be charged for the cost of the materials. Student activities or clubs will be responsible for the cost of materials.

Items printed from 3D printers that are not picked up within 7 days will become property of the Makerspace. Items must be picked up by the individual who printed them.

Only designated Makerspace staff will have hands-on access to the 3D printers.

The Makerspace is not liable for any malfunctions or misprints.

You must be present at the initiation of your 3D printing and check-in regularly while the printing is underway. Makerspace staff will check your design and if approved will get it started. To learn how to create designs, we can provide you with a list of helpful tutorials.

Procedures

The procedure for printing from the Makerspace's 3D printers is as follows:

1. Design creation:
 - a. Creating a new design requires knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj format no larger than 25 MB, to measure no larger than 6 inches wide by 6 inches long and 6 inches in height.
 - c. Digital designs also are available from various repositories.

2. The procedures for the use of the Makerspace's 3D printers is subject to change without notice.

Subject: USCBA Makerspace Code of Conduct
Number: 413
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Users of the USCBA Makerspace agree to respect and abide by the USCBA Makerspace policies, and procedures, university-wide guidelines and policies, and the [Student Code of Conduct](#), as well as state and federal laws, including around copyright and intellectual property.

General Expectations:

- The USCBA Makerspace is a shared space and free for eligible users. Take care of the space, clean up after yourself, respect other users.
- Be courteous to the Makerspace staff, and respect the directions of the Makerspace staff.
- Loud or disruptive users will be asked to leave.
- Only covered drinking containers are permitted. Food is not permitted in the Makerspace unless pre-approved by Makerspace staff or for a pre-approved event.
- Use only what you need.
- Ask a staff member for help if you are uncertain of what to do.
- Help us create a respectful and safe environment. Follow the Makerspace safety policies and procedures.
- Share your knowledge and help others use the space safely and effectively.

Access:

- Access to the space is available only during open hours.
- The hours are posted on the Makerspace web page.
- After-hours access is not allowed.

Commercial Use:

- Commercial use or mass production is not permitted.
- Prototyping, experimentation, and testing are all welcome.

Storage:

- There is no short- or long-term storage in the Makerspace.

- Projects that are not picked up in 7 days will be considered abandoned unless prior arrangements have been made with the Makerspace staff.

Subject: USCBA Cricut Maker Use Policy
Number: 414
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The Cricut is an electronic die-cutting machine that can cut all sorts of designs from materials like paper, vinyl, card stock, leather and wood – provided they are less than 3/32 of an inch or 2.44mm thick. You may use the Cricut to cut many types of materials that would usually require scissors or a craft knife. However, the Cricut offers greater precision and speed in the cutting than can be achieved by hand.

- The Cricut may only be used while Makerspace staff are present.
- Users must stay with the Cricut at all times when using it.
- Abide by copyright and trademark laws.
- Users are responsible for their design and creating and printing the design on the Cricut.
- Basic vinyl materials are provided for the Cricut. These materials may change as needed, at the discretion of Makerspace staff. Requests are welcome but may not be fulfilled due to cost.
- Outside materials may not be brought in for Cricut projects without express permission, in writing, from the Makerspace staff.
- Personal computers may be connected to the Cricut.