Makerspace Studio - Equipment Procedures

General Project Request Procedures

- Patrons must complete staff-led training before unsupervised use.
- Patrons must provide output ready files; Library staff are available for processing assistance only.
- Patrons may submit project request forms online using the following URL: https://form.jotform.com/220524125606042
- Patrons may also fill out the form at the Library and submit it with a USB flash drive containing the project file.
- The Library reserves the right to schedule only one print per week per person or entity.
- The Library reserves the right to review all files before printing.
- The Library reserves the right to modify procedures, as necessary.

3D Printer (Flashforge Adventurer 3) Procedures

- Files must be a compatible file format. Check with Library staff for compatible formats.
- Design creation software has been loaded onto computers in Makerspace Studio that are available for public use.
- The Library's 3D printer uses only PLA filament at this time.
- Filament colors are limited to Library stock.
- Files must be no larger than 25 MB.
- We cannot accommodate print jobs that require more than 2 hours.
- We cannot accommodate print requests that include multiple copies of a single object. Project files that include multiple, unique objects are allowed, such as components that complete a single object.

Laser Engraver Cutter (Glowforge Pro) Procedures

- Files must be a compatible file format. Check with Library staff for compatible formats.
- Design creation software has been loaded onto computers in Makerspace Studio that are available for public use.
- Only library staff can operate the Glowforge Pro.
- The Library's only provides medium draftboard as a material, at this time.
- Print jobs will be adjusted to fit within a 6 x 10 inch print area.

Material Cutter (Silhouette Cameo 3) Procedures

- Files must be provided in compatible file format. Check with Library staff for compatible formats.
- Design creation software has been loaded onto computers in Makerspace Studio that are available for public use.
- Sticker vinyl and iron-on vinyl colors are limited to Library stock.

Heat Press (Cricut Easy Press 2) Procedures

- Patrons must provide their own material to imprint (canvas bag, shirt, etc.)
- Designs can be created using iron-on vinyl or iron-on printer paper.

Video Conversion Station (Elgato Video Capture) Procedures

- Patrons can book the Library's Video Conversion Station either for personal enjoyment or to transfer recordings onto a flash drive or DVD for personal use.
- Compatible formats include:
  - VHS
  - VHS-C
  - 8mm Cassettes (Hi8 & Digital8)
  - MiniDV
- The library is not responsible for any damage done to patron media. Old media formats can become fragile with age and may break when attempting to play them. Use the conversion equipment at your own risk.
- Once the capture is complete, an MP4 file is created that can be exported to a USB flash drive or burned to DVD.
- Patrons must provide their own USB storage device, 32GB drives are available for $5.

Audio Conversion Station (Vinyl and Audio Cassette) Procedures

- Patrons can book the Library's Audio Conversion Station either for personal enjoyment or to transfer recordings onto a flash drive or CD for personal use.
- Compatible formats include:
  - Vinyl records
  - Cassette tapes

- The library is not responsible for any damage done to patron media. Old media formats can become fragile with age and may break when attempting to play them. Use the conversion equipment at your own risk.
- Once a recording is complete, it can be exported as an MP3 or WAV file and transferred to USB flash drive or burned to CD.
- Patrons must provide their own USB storage device. 32GB drives are available for $5.