



# Francine Zanardo Memorial FabLab Use Policy

## Purpose

The mission of the Palos Heights Public Library is to enrich our community by being a place where knowledge, information, culture and creativity thrive and people and ideas meet. The purpose of the Francine Zanardo Memorial FabLab is to provide a safe environment in which Palos Heights residents can learn about and use equipment to which many residents might otherwise not have access. This is a staff-facilitated space created as part of the library's 2022 Youth and Teen Services Department renovation and made possible by a generous donation from Francine Zanardo.

## Access

### Lab hours

Mondays: 11am-7pm

Tuesdays: 11am-7pm

Wednesdays: closed

Thursdays: 11am-7pm

Fridays: 10am-4pm

Saturdays: 10am-4pm

Sundays: 2pm-4pm

Appointments are strongly recommended as walk-in access to the Lab cannot be guaranteed. This schedule is subject to change. Library-sponsored activities, classes, and programs have priority use.

Use of FabLab equipment is restricted to Palos Heights Public Library cardholders. Users must be 12 years of age or older unless accompanied and monitored by a responsible caregiver. A Palos Heights cardholder may be accompanied by up to 2 guests, who are not required to be Palos Heights residents.

The FabLab is an active, collaborative space. While users are expected to always behave respectfully and courteously, there should be no expectation of a quiet environment.

60-minute appointments for each piece of equipment can be made through the library's website at [www.phlibrary.org](http://www.phlibrary.org), by email at [fablab@phlibrary.org](mailto:fablab@phlibrary.org), or by calling the Youth and Teen Services desk at (708) 448-1473. Appointment duration may be extended if nobody else is waiting to use the equipment. Appointments may be made up to two weeks in advance. Same day appointments are not accepted. There is a limit of one appointment per person per day.

Food and beverages are not permitted in the FabLab at any time.

## Fees

Patrons may bring in their own materials to be used at no charge, subject to the approval of library staff. On-site storage of personal materials, projects, or equipment is not available.

While the library does not charge for the use of equipment, the library needs to be reimbursed for the cost of any materials supplied to a patron. An up-to-date pricing list is available upon request. The library keeps a limited supply of materials on hand for purchase. Availability of specific materials cannot be guaranteed. The Library does not offer refunds for unused materials or for any remnants.

## Waivers

All FabLab users must have a signed Liability Waiver on file. Waivers are valid for a period of one year and will need to be updated annually. Anyone under the age of 18 must have a waiver signed by a parent or guardian.

Any issues, accidents, or injuries must be reported to library staff immediately.

## Equipment-specific Guidelines

### Laser Cutter

The Glowforge Plus laser cutter and engraver uses powerful beams of light to cut and engrave a wide variety of materials. Staff supervision is required of all Glowforge use. PCV, vinyl, and other chlorine-containing materials are prohibited. All Glowforge users must complete the Glowforge training module or attend a Glowforge training program prior to use.

### 3D Printer

The Original Prusa i3 MK3S+ is an FDM 3D printer that uses plastic filament to create 3-dimensional objects by “printing” them layer by layer. Staff supervision is required of all 3D printing. Print requests are limited to Palos Heights Public Library cardholders. Files for printing can be created at the library, brought in on portable media, or sent into library staff at [fablab@phlibrary.org](mailto:fablab@phlibrary.org). A patron may only have one file in the queue at any given time. 3D printing is a time-consuming process often taking many hours to complete a simple print. Wait times will vary. Printing on demand is not available. Files will be deleted when printing is complete. If submitting multiple parts for a single project, submit each part as its own file. Printing of weapons or weapon parts of any kind is not allowed. The Library reserves the right to reject any print.

### Cricut Maker

The Cricut is an electronic cutting and drawing machine. Designs created on your computer can be cut or drawn into material such as paper, cardstock, vinyl, fabric, and more.

### **Cricut EasyPress, Mug Press, and Hat Press**

The FabLab has three heat presses available. The Cricut EasyPress is a 9x9 flat iron for heating iron-on vinyl or Infusible Ink prints to shirts, towels, and other flat surfaces. The Cricut Mug Press is for heating Infusible Ink or sublimation prints to mugs. The Cricut Hat Press is for applying materials to the surface of hats.

## Disclaimers

Staff are available to assist with and troubleshoot small issues, but in-depth assistance is not available outside of specific, library-provided classes. Projects created in the FabLab should be user-driven, and users should expect to complete them with minimal staff intervention. Library staff are happy to point users to some of the many places online where they can find more in-depth information about finer points of the use of all equipment.

The library is not responsible for damage to any project including items that don't print correctly and damage to personal equipment or materials. The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of designs, or specific delivery times. The library and its staff are not liable for any loss, damage, or expense sustained by users due to the use of services, equipment, software, advice, or information.

The library is not responsible for any damages, loss or security of data arising from use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.

Those utilizing the Library's FabLab equipment must do so lawfully. Users must abide by all applicable local, state, and federal laws (including copyright law (Title 17, U.S. Code) and patent law (Title 35, U.S. Code)), as well as Palos Heights Public Library policies, while respecting the health and safety of the community. Content or objects that are unsafe, obscene, dangerous, or pose an immediate threat to the well-being of others including but not limited to weapons or weapon parts are prohibited. Library staff reserve the right to interrupt, delete, or decline any project request for any reason.

The FabLab is for personal use only. Equipment is not to be used for commercial or mass-production purposes. To ensure fair and equal access, staff reserves the right to limit the use of any and all equipment as needed.

Users of the FabLab accept financial responsibility for damage caused to the equipment or space beyond normal wear. The Library Director or designee will assess the extent and monetary value of any such damage and will bill the patron accordingly.

Approved: 8/18/2022