

Welcome to Make @ East!

At East Library, you can develop and explore the range of your creativity.
All it takes is a library card, a healthy sense of adventure, and a little bit of safety-consciousness.

Make @ East is available for public use and is generally free. Use of some equipment and materials, however, may be subject to a fee.

Accessing the Space

- **Make @ East** has a capacity of 14 people.
- Patrons must check in with **Make @ East** staff before using equipment or materials.
- Patrons must have a signed User Agreement Liability Waiver on file, have a valid PPLD library card, and be at least 9 years of age to use the space.
- For their safety, minors age 9 - 11 must be accompanied by a parent or guardian at all times.
- Patrons must receive a safety tour upon their first visit in the space, and receive training from staff to use makerspace tools on their own.

Make @ East ***Design ♦ Craft ♦ Hack ♦ Prototype ♦ Fabricate ♦ Mod***

Make @ East contains two 3D printers, a laser cutter/engraver, electronic die cutting machines, sewing machines, assorted crafting tools, and various consumable materials.

Make @ East machinery is available for independent use or with the assistance of a staff person. Certain machines, such as the 3D printer and laser cutter/engraver, must be handled by a staff member unless otherwise specified.

- ♦ Patrons have access to equipment on a first-come basis during Open Hours. At this time, we do not offer individual appointments.
- ♦ Equipment must stay in **Make @ East** at all times.
- ♦ When 3D printing or laser cutting/engraving, patrons are expected to stay near the machine until their projects are complete.
- ♦ For 3D prints, patrons must use the material supplied by **Make @ East**. Charges for 3D prints will be assessed based on the weight of the completed project, and can be paid in cash or billed to your library account.
- ♦ When using **Make @ East** equipment for specific projects, patrons must either bring in their own consumable materials or purchase select materials at **Make @ East**. We will only provide consumable materials for the purpose of demonstrating how to operate the equipment.
- ♦ We are unable to model or design items for you. We can help with some consultation, and we will attempt to help complete patron projects. However, some limitations may prevent certain requests.
- ♦ The Library reserves the right to refuse assisting with a project if the file is deemed to be a weapon, pornographic material, or a potential violation of copyright, patent, or trademark law.

Safety

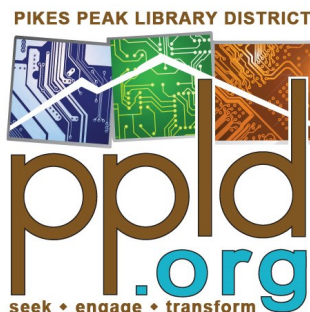
- ◆ Always check in with a staff member before entering **Make @ East**, even if the door is open or unlocked.
- ◆ Keep the floor clear of obstructions and tripping hazards. Please keep personal belongings with you at all times. PPLD is not responsible for any personal items damaged, lost, or stolen while using the Makerspace.
- ◆ Patrons must sign a User Agreement and Liability Waiver before using tools and equipment in the Makerspace. Tools are classified and color-coded into three levels:
 - **Green** tools are safe for anyone to use.
 - **Yellow** tools require the patron to have gone through our safety class.
 - **Red** tools may not be operated by anyone other than library staff, unless otherwise directed by a staff person.
- ◆ Check the safety guideline sheet in **Make @ East** for safety requirements of specific tools with color-coded markers. Please speak with staff about safety questions or concerns prior to using the tools.
- ◆ Minors attending programs must be accompanied by a parent or guardian.
- ◆ Clothing should not be extremely loose fitting and long hair should be tied back. Long jewelry, ties, scarves, and other accessories should be removed.

Additional Information

The computers available in the space are loaded with proprietary software which patrons can use to model 3D creations and laser or vinyl cut designs, as well as designs to be used with the digital embroidery machine. A complete list of software is available on our website, www.ppld.org.

There are also converting machines for VHS to DVD, Vinyl/Cassette to CD, and Photo Slide or Negative to SD Card available on the 2nd floor of East Library.

Lynda.com training is available through our online databases. You can access these tutorials through any library computer or from home. To access from home, you will need your library card number and PIN. Your library card must begin with a 4 to access the database remotely.



For more information and to sign-up for classes go to www.ppld.org