Guiding Principles:

Exercise Respect At All Times

Respect other users and their ideas and efforts. Respect the space and resources within it. This space exists for all of us and is shared by all of us.

Try New Things

Everyone's starting point is different, and we all have unique learning styles and talents…but we are all capable of learning. Move outside of your comfort zone, let your ideas and energy drive you, and keep pushing forward on projects even when things don't work.

Share Knowledge and Support Others

Ask lots of questions and share your knowledge. Support each other! Be proud of the work you create and share your learnings. Help to make the space more useful, beautiful and welcoming. Introduce yourself and share what you are working on. The culture of the space is one that we create together.

Exercise Good Judgement

Use your common sense and best judgement, be safe, and follow the policies and safety guidelines of the space. If you treat the tools nicely, they will work well for you in return.

Access:

Our services, tools, and community workshops are available to all members of the space with a valid punch card. Some workshops may require an additional fee for supplies and instructional support.

Code of Conduct:

Users of the makerspace agree to respect and abide by the following: the contents of this agreement, Trinidad State Code of Conduct Policies (see pages 54-73 at https://trinidadstate.edu/pdf/students/documents/StudentHandbook.pdf), and state and federal laws, including those around copyright and intellectual property.

- **Respect** other users of the space, the equipment and materials within it. Please take responsibility and clean up after yourself.
- **Ask for help** when you are uncertain of what to do or how to operate equipment.
- **Report** the following to makerspace or Libraries staff
    - Accidents or injuries. Call 911 if needed. We want everyone to be safe.
    - Broken equipment or tools. Failing is part of making. We break lots of stuff. We just want to know if we need to repair or replace something.
    - All spills. Electronics and fluids do not get along well. Please keep drinks without lids and all food away from the machines and in designated areas (see corresponding signage). However, we know that accidents happen, and we ask that you report spills so that we may take care of them quickly.
- **Be safe.** Work and behave in a way that protects the safety of yourself and others. Use safety guidelines and safety gear (glasses, gloves, and vents) as instructed or shown on the equipment information sheets. If you are not sure how to proceed with a particular tool or machine, PLEASE ask for assistance.
- **Do not create any tools of vandalism, weapons or weapon-like items**, including parts of weapons, ammunition, and defensive as well as offensive weapons. If you are not sure if it is technically a weapon, you should probably not make it.
- **Respect intellectual property**. Do not use the makerspaces to otherwise violate the intellectual property rights of others. This includes making copies of artwork, objects, proprietary production processes, or other material that you are not authorized to reproduce.
- **Innovate and prototype**. Commercial or large-scale production use of the makerspaces is available for business incubator participants only on a case-by-case basis. To learn more about becoming involved in the business incubator program, please contact Kristi Rogers at kristi@codesignerly.com.

Injuries:

If you are injured, look for the posted first aid kits in the space. For more serious injuries, notify the on-site makerspace staff member or dial 911. Report all injuries, regardless of severity, to donna.haddow@trinidadstate.edu.

Minors in the Makerspace:

All youth under the age of 18 must be accompanied by an adult at all times unless in the case of a prearranged special event, session, or class. When a child you are in charge of is in the space, you must accompany them at all times. If the child is found wandering or is unattended in the space for any period of time, makerspace staff will give one warning to the adult charged with their care and upon the second instance, will ask the adult and child to leave the space for the day. If the circumstance should arise in which a child is left completely alone and the accompanying adult is not physically present in the building at all, the police will be called.

Project Storage:

Due to a lack of space and its shared nature, no projects may be stored in the space at this time and must be taken home at the end of each work session. Please plan your project accordingly, as we cannot make exceptions to this policy for any reason.

3D Printer, GlowForge, and CNC Machine usage:

In order to maximize access to the 3D printers, laser cutter (GlowForge), and CNC machine, all jobs should be designed to take 4 hours or less. Longer prints are allowed with approval from makerspace staff.

Machine users must be physically present in the makerspace during the entirety of their project's production to ensure the job is produced correctly and to avoid shifting responsibility for their project to others unless special permission is received from makerspace staff in advance.

If, for some reason, you are not present when your job completes, staff or other users may remove it from the printer so that the printer can be used by others. Completed projects will not be stored at the space for any reason and may be disposed of if they are left behind for any period of time.

Tool Loans:

Tools and materials must be used within the space and cannot be borrowed for any reason. If you are found to have taken a tool from the space whether knowingly or unknowingly, makerspace staff will administer consequences, regardless of whether you have punches on your punch card remaining and commensurate with the severity of the incident.

Consequences for Violations:

Access to the makerspaces is a privilege and not a right. All makerspace guidelines are posted on the makerspace's website, and space users are responsible for learning and following the policies. Knowingly or unknowingly violating makerspace guidelines does come with consequences. Possibilities include being asked to leave for the day, being banned from the space, having campus security and police notified, as well as involvement of academic integrity officers, internal university discipline procedures and/or potential legal action. The severity of the consequence will be matched with the severity of the policy infraction.

All of these policies are subject to change or amendment by Collaboratory staff as program/space/college needs dictate. Members will be notified of any changes in a timely fashion.