

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Salmon Library Makerspace Lab Policy

Number 02.01.69

Division Library

Date October 17, 2019

Purpose At UAH, the M. Louis Salmon Library (the "Library") supports the instructional, research, and outreach programs of the students, faculty, and staff. The Makerspace Lab enhances this support by providing the opportunity for the exploration, design and creation of new technologies, concepts, and objects.

Policy The following policy ensures that the Makerspace Lab best meets the educational needs and promotes the success of the students, faculty, and researchers at UAH.

A. **3D Printing Policies** The Library's 3D printing services are available for use by all current UAH faculty, staff, and students.

1. Restrictions

i. Patrons may print any object to be used for research and education purposes with the following exceptions:

1. No weapons, weapon accessories, or weapon components;
2. No objects that resemble weapons or weapon accessories;
3. No illegal objects;
4. No copyrighted objects or any other objects that violate patents and trademarks;
5. No items involving the UAH logo and other identity graphics printed without written approval of the UAH Office of Marketing and Communications;
6. No items printed for commercial purposes.
7. No items violating the UAH Code of Student Conduct.

2. Copyright, Patent, and Intellectual Property

i. *Items created in the Library Makerspace Lab and the user's individual rights extended to those items may be*

subject to the University Copyright Policy, the University Patent Policy, and/or the University Intellectual Property Policy. These policies may be found at <https://www.uah.edu/policies>.

3. Submitting a Print Job

- i. Patrons must submit a printing request to Makerspace Lab personnel. The request must include the file to be printed and a print request form (see appendix).
- ii. Makerspace Lab personnel will work with patrons to schedule time for use of the printer. Personnel will also verify the patron's level of experience with the equipment to determine the level of supervision the patron will require during the print job.

4. Payment and Fees

- i. Fees are collected at the time of print job approval.
- ii. Fees apply to all print jobs and all patrons; there are no educational or academic waivers or discounts.
- iii. Payments can be made at the User Services Desk using FLEX, cash, check, or credit or debit card.
- iv. Refunds for failed print jobs will be considered when the failure is based on equipment failure. Refunds will not be given for failed print jobs caused by file or user errors.

5. Scheduling a Print Job

- i. Once a print job is submitted, Makerspace Lab personnel will provide the patron access to the printer for the length of time necessary to set up the print, stay with the print, and retrieve the print.
- ii. Patrons must undergo training prior to printing. Makerspace Lab personnel have the sole discretion to determine if a patron has a sufficient level of experience to access the equipment.
- iii. If the print job is scheduled for a later date and time, the patron should be at the printer fifteen minutes prior to the scheduled start time or risk forfeiting their scheduled block.
- iv. Printing is suspended whenever the University suspends normal operations.
- v. The amount of time required to complete a print job will vary based on the complexity and size of the object(s),

current number of print jobs in the queue, and printer availability.

- vi. Print jobs are processed in the order they are submitted.
- vii. If a print job is expected to exceed two (2) hours, the patron and Makerspace Lab personnel shall select the appropriate approvals on the 3D Print Request Form concerning supervision and completion of the print job.

6. Communication

- i. The patron can expect to receive communication from the Library through his or her official UAH email account at the following points in the process:
 - 1. Acknowledgment of the original email containing the file;
 - 2. Notification of approval along with a form to sign and requirement for payment; and
 - 3. Notification of job completion.

7. Damage to Equipment or Supplies

- i. If the printer, equipment, or any part of the Makerspace Lab is damaged during a print job, the patron will be held liable for damages if his or her negligence or intentional action caused the damage. If the patron is a student, necessary action may be taken according to the procedures outlined in the UAH Student Handbook at the discretion of the Multimedia Lab Assistant.
- ii. If a malfunction occurs, patrons should contact Makerspace Lab personnel promptly.
- iii. Patrons will not be held accountable for routine errors such as printer jams or breakdowns caused by expected wear and tear or equipment malfunction. However, if a patron pushes past an error that results in more extensive damage, such as forcibly removing a piece of equipment or material and causing greater damage, the patron will be held liable for damages. If the patron is a student, necessary action may be taken according to the procedures outlined in the UAH Student Handbook at the discretion of the Multimedia Lab Assistant.
- iv. In exchange for use of the printer, equipment, and Makerspace Lab, patron agrees to pay for any damage or loss of items or equipment and will accept the Makerspace Lab Personnel and/or Library staff's assessment of fair

restitution for damage, delinquency, and/or loss of items in part or total. The exact amount of restitution may vary depending on the extent of the damage.

8. Hours, Location, Access, and Staffing

- i. Patrons may use the Library Multimedia Lab located in LIB210 to design, edit, and submit print jobs.
- ii. The Makerspace Lab, located in LIB233, is staffed and maintained by Library personnel and student workers as designated by the Library. Daily operations are managed by the Multimedia Lab Assistant.
- iii. Makerspace Lab personnel will be available at all times during open hours.

9. Assessment and Adjustment of Policies

- i. Makerspace Lab personnel will routinely evaluate practices, costs, and capabilities. This evaluation process will be used to adjust prices and policies to reflect actual use and costs of materials and equipment and to identify future services and equipment for the Makerspace Lab.
- ii. At any point when the 3D Printing Policies are revised, outstanding print jobs will be subject to the policies in effect at the time the print jobs were submitted, except in cases where individual well-being is concerned such as legal or safety issues.

10. Administration and Compliance

- i. Violations of the use of the Makerspace Lab that constitute a breach of the Student Code of Conduct, the Faculty Handbook, the Staff Handbook, or University policies will be referred to appropriate University authorities.

Appendix:

3D Print Request Form UAH Salmon Library Makerspace

Patron Name:

A#:

Email:

Requested Dates/Times to Print:

How many parts/files?	
File Name(s):	
Part Description(s):	
Print Settings: (Support, Infill, Speed, Etc.)	
Estimated Weight:	
Estimated Print Time:	
Other Notes:	

For jobs expected to exceed 2 hours (check box, patron and staff initial & date):

- Approval for staff to oversee printing?
- Approval for staff to complete job (remove it from the printer and store it)?
- Approval for overnight?

By accepting this form and the terms below, you accept full responsibility for the equipment. Misuse of the printer and its parts resulting in damaged equipment will be subject to damage fees, dependent on item and extent of damage. *You also acknowledge that your print is in accordance with the Makerspace Policy and does not violate copyright; federal, state, and local laws; or UAH policies.*

If a longer print job is scheduled (more than two hours) and you and staff have both acknowledged that staff will oversee and/or complete the print job, your print job will be stored on site until you retrieve it. Failure to retrieve it does not constitute cause for a refund. Other library circulation policies apply. Any issues about this process should be directed to Dr. Belinda Ong (belinda.ong@uah.edu).

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Patron Signature: _____

Date: _____

Library Signature: _____

Date: _____

For Makerspace Staff:

Files Received?

Files Approved?

By:

(Price = \$1.00 + \$0.20/gram, \$3.00 minimum per job)

Total weight:

Payment Status:

Total Print Cost:

Verified By:

Date:

Scheduled Print Time(s):

Printers Assigned:

Time of Actual Start:

Estimated Time of Finish:

Job Completed (Date and Time):

Print Removed by:

Patron Alerted?

(if not Patron)


By:

Job Retrieved by Patron (Date and Time):

Patron acknowledgement of job received: _____ Date: _____

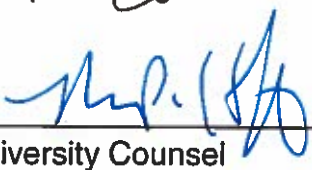
Review The Provost and Vice President for Academic Affairs is responsible for the review of this policy every five years (or whenever circumstances require).

Approval




Campus Designee

2/10/2020
Date




University Counsel

2/14/20
Date



Provost and Executive Vice President for
Academic Affairs

2/14/2020
Date

APPROVED: 

President

2/16/20
Date