

**Faculty Senate Resolution 19/20-03:
Library Makerspace Lab Policy**

History: At FSEC Oct. 3, 2019
Passes unanimously Oct 17, 2019

WHEREAS, Faculty associated with the UAH Faculty Senate desire to have a formal policy governing the Salmon Library Makerspace Lab,

NOW THEREFORE BE IT RESOLVED:

That the below proposed policy 02.01.68 be enacted at UAH:

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Salmon Library Makerspace Lab Policy (Proposed Policy)

Number 02.01.68

Division Library

Date October 17, 2019

Purpose At UAH, the M. Louis Salmon 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 for research and education with the following exceptions:
 1. No weapons, weapon accessories, or weapon components;

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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.
 - 8.
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 a time at 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 point 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 using FLEX, cash, check, or credit or debit card at the User Services Desk.
 - iv. Refunds for failed print jobs will be considered based on equipment failure. Refunds will not be given for failed print jobs caused by file 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.
 - iii. If the print job is scheduled for a later date and time, the patron should be at the printer within fifteen minutes of the scheduled start time or risk forfeiting their scheduled block.

Commented [RLS1]: Library leadership felt that, in order to address concerns of the FS president, then this item should be more prominent than being item #7 on the list of restrictions. However, moving this down does affect the numbering for subsequent items.

Commented [RLS2]: Library leadership felt that, when students review & sign the form that they will submit with their 3D print job, then those same restrictions and policies will be noted on that form. If a student does not agree with those restrictions and policies, they can still choose to not use the Makerspace. So that this wording is more clear, that print request form will be attached to this policy as an appendix.

Commented [RLS3]: I'm uncertain if an appendix to a policy should be above the "reviewed by / approved by" signature sheet, or after that. For this draft, I have inserted it before the signature sheet. If it should be moved below (or removed), we can do so.

- 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 first in, first out.
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 and need to sign and pay; 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 causes the damage. 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 staff 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. Necessary action may be taken according to the procedures outlined in the UAH Student Handbook at the discretion of the Multimedia Lab Assistant.
 - iv. The patron will agree to pay for any damage or loss of items or equipment and will accept the 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.
 - v.
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 Salmon 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, any outstanding print jobs will be subject to the policies that were in effect at the time the print jobs were submitted. Exceptions may be made in special circumstances as determined by the Multimedia Lab Assistant.

10. Administration and Compliance

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. (Insert standard Policy on Policies language regarding review every 5 years)

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 checked out. 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

Approval

Campus Designee

Date

Chief University Counsel

Date

Provost and Executive Vice President for
Academic Affairs

Date

APPROVED:

President

Date

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