

IDEA Lab Policy

Appointments are highly encouraged, but we can accommodate walk-ins if a machine is not currently in use.

Food is **not** allowed but drinks are permitted in **sealed** containers.

1. Examples of sealed containers include items with tightly pressed on lids, screw on lids, and lids that attach with suction.
2. Examples of food include anything that involves chewing that is not suspended in a liquid, gum, and fresh or frozen food items.

We encourage respect of the equipment, staff, volunteers and one another.

Primary examples of respecting the equipment, staff, and one another:

1. Do not touch any of the equipment while it is in use, unless if a staff member has told you that it is safe to do so.
2. Do not pick up or move any examples of 3D prints or laser engraved items that are on display. You may touch them to examine them, but they must be put back exactly where they were before you touched them.
3. **Never** pick up one of the 3D prints that has a name attached to it. These are items patrons have requested to be printed for them.
 - a. If you would like your own copy of something that another patron has had printed, please speak with staff members. If you do not know what it is called, please ask a staff member to accompany you to the pickup area and point to the item you would like printed.
 - b. Some 3D prints can be fragile and should be handled with care this is why we ask that you be respectful of not touching other person's 3D prints.
4. Children must be always attended by a guardian and no child under the age of 8 may be left unattended in the lab. Guardians are required to pay attention to what their children are touching, interacting with, and how they treat other patrons and IDEA Lab volunteers. The lab involves items that are unsafe to touch or interact with and we do not want children hurt because they are excited by items within the lab.
5. The library will provide filament for 3D prints that take roughly 3 hours to print as approved by a volunteer or staff member.
6. Patrons **must** supply their own materials for all equipment other than the 3D Printers in the IDEA Lab. Supplies purchased for library use may not be used by patrons as those items have been purchased for specific library projects.

We have zero tolerance for theft, vandalism, violence, profanity and illegal activity. Violations of our library [Rules of Conduct](#) could result in having lab privileges revoked.

