

# POLICIES AND PROCEDURES

## Inspiration Station: GCPL's Maker Space

*Independently explore your creativity. We'll get you started with the basics.*

## BEFORE YOU BEGIN

Must attend the mandatory training for specific machinery and sign the Maker Space User Agreement before using the Inspiration Station.

Library staff will not design or use the machines for you.

Staff will help with troubleshooting issues.

Must have a GCPL/Clevnet Library Card.

### Age Guidelines

Patrons under 12 must have a guardian for the following machines:

3D scanner, Cricut, Cricut Mug Press, Direct-to-Garment Printer, Heat Press, Embroidery Machine, Large Format Printer, Vinyl Cutter

Patrons under 15 must have a guardian for the Laser Engraver.

The guardian must also attend training and sign the Maker Space User Agreement before assisting.

## PLAN YOUR VISIT

Bring a USB drive for saving and transferring designs.

8GB or more for saving 3D models from the 3D Scanner

2GB or for transferring design files for all other machines

The library provides ink, media for the large format printer, large vinyl for the vinyl cutter, 3D print filament, and embroidery thread. You bring in everything else.

Patrons are expected to create their own free Cricut Design Space account for the Cricut. Call or talk in-person to the Bainbridge Reference Desk (440) 543-5611.

They will confirm you took the training and then reserve time with the specific machine.

Reservations are held until 20 minutes past the start time.

Always check in and check out with the Reference Desk for all sessions.

Let staff know if you want to switch to another machine.

## INSPIRATION STATION HOURS

Sunday 1:00pm - 4:00pm

Monday 9:00am - 8:00pm

Tuesday 9:00am - 8:00pm

Wednesday 9:00am - 8:00pm

Thursday 9:00am - 8:00pm

Friday 9:00am - 4:00pm

Saturday 9:00am - 4:00pm

# 3D PRINTING

No training necessary for the 3D printer. Library staff print all jobs. Fill out the 3D Print Request Form on our website to submit a 3D print today!

## HELP

### Office Hours

Office Hours are available weekly to offer extra guidance with the machines. Check our website for days and times.

### Written Tutorials

Written tutorials are given at the virtual and in-person mandatory training sessions. Binder in the Inspiration Station can be borrowed while using the machines. If you need another copy, staff are happy to supply you with another upon request.

### Video Tutorials

Video tutorials are available via QR codes in the Inspiration Station and online at [GeaugaLibrary.net/Inspiration-Station](http://GeaugaLibrary.net/Inspiration-Station) for review at any time.

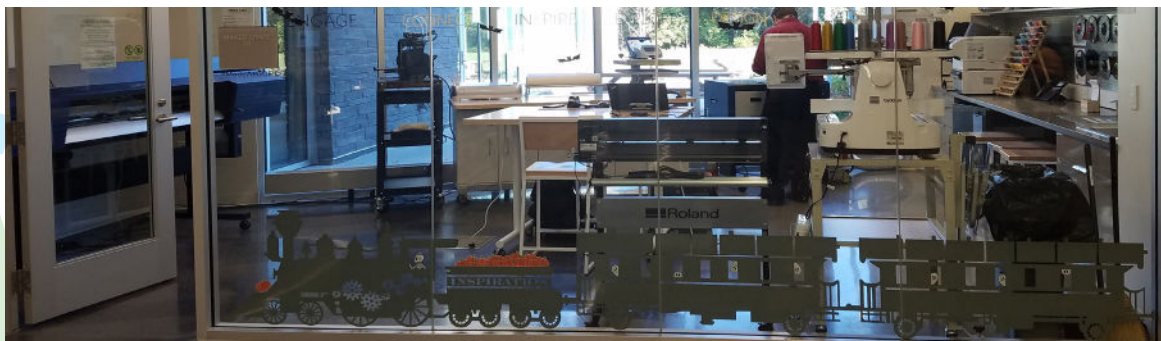
### Make of the Months

Make of the Months are practice projects designed by GCPL to help get you started. Access the binder in the Inspiration Station to see what is available. You bring in the supplies, the library provides the directions and designs. The designs are located at the Bainbridge Reference desk on a USB drive. Some designs are also on the Cricut Design Space Geauga Library profile for the Cricut.

*Help keep the Inspiration Station clean.*

Whatever you use, put it away for the next user.

Throw out waste in the bin and take home any materials brought in for your project.



Contact [InspirationStation@GeaugaLibrary.net](mailto:InspirationStation@GeaugaLibrary.net) with any questions

*Explore, Design, Create!*