Maker Studio Guidelines

Important Points to Remember
GENERAL USE OF THE SPACE

This is a safe place of inclusion and equity. Respectful dialogue is needed and diversity is a strength.

Behaviour
- No food. Only drinks with a lid are allowed.
- Users must clean up their space with all tools used returned to where they belong.
- Adhere to all information regarding health and safety.
- Log out of the computers after use.
- Ask the Maker Studio staff before using any of the equipment or supplies.
- Notify the Maker Studio staff of any problems with the space, tools or equipment immediately.
- Use the tools as they were intended in a safe manner.

Useage
- All Maker Studio equipment is to remain in the Maker Studio at all times unless accompanied by Maker Studio Staff for special events.
- Assistance and access to tools and technologies are provided on a first come first served basis.
- Do not leave tools running unattended.
- The Maker Studio is a public space, the Library makes no guarantee of confidentiality in the Maker Studio. Furthermore, Maker Studio staff cannot sign confidentiality agreements.
- Users must provide their own materials. Materials are only provided for the purposes of teaching and learning at the discretion of the Maker Studio staff.
- Students can not store or donate excess materials to the Maker Studio without permission.
- All materials brought in to the Maker Studio must be accompanied by an MSDS sheet and approved by Maker Studio staff.
- Materials and substances not allowed in the Maker Studio include:
  - Spray adhesives of any kind (glue stick, crazy glue are allowed)
  - Particle board of any kind (this includes Masonite, MDF, Laminated particle boards)
  - ABS plastic filament
  - Paints of any kind
  - Anything containing VOC’s
  - Materials and substances not accompanied by a MSDS sheet
- Adhere to all material (3D Print, vinyl cut) and time (laser cut) limitations and speak with staff for any exceptional Projects.

Health and Safety
- All health and safety requirements must be respected and the appropriate PPE employed where necessary. If users are unsure they should consult the Maker Studio Staff.
- The nearest fire extinguisher is opposite the Maker Studio Glass Door.
- In case of emergency contact security at x5900.
Copyright Information
Persons using the Maker Studio must abide by all applicable Mount Royal University Policies and Federal, Provincial, and Municipal laws. This includes compliance with intellectual property laws, including those set out under the Canadian Copyright Act. Users must confirm that they have obtained all necessary legal rights and permissions regarding the digital files used for creating artifacts in the Maker Studio. For more information, please see the Library’s copyright guide at http://library.mtroyal.ca/copyright. The Mount Royal University Library reserves the right to refuse any print request for any reason.

MRU Security Services - 5900
City Emergency Services - 9-911