

# LTL MakerSpace Policy

## Purpose

Learning, Teaching and Library (LTL) provides access to the MakerSpace to support learning, teaching, research, sustainability, creativity, and innovation. Equipment in the MakerSpace includes 3D printers and a vinyl cutter, among others. This policy outlines guidelines for using LTL's MakerSpace equipment to ensure responsible and equitable use of this resource.

## Eligibility & Access

- **Who Can Use:** After an induction, MakerSpace equipment is available to all currently enrolled students and university staff.
- **Academic relevance:** Projects should support academic learning, teaching or research activities, or advance sustainability.
- **Approved Uses:** Equipment is prioritised for personal projects related to academic activities. We also encourage its use to make repairs and replacement parts in support of sustainability. Depending on demand/availability, small projects for personal use may be accepted.

Commercial or mass production use is prohibited.

- **Support:** Some usage requires the availability of both equipment and staff to provide support or training.
  - Support is available during the MakerSpace dropin (Mondays between 1pm and 3pm) – no booking required.
  - Users can book individual 1-hour induction/support time slots online.
  - Walk-in requests may be accommodated based on staff and equipment availability.
- **Access:** A key to the MakerSpace area, and any required materials, will be issued to you from the Library Enquiries desk using your Student ID card. Projects can be left unattended, but the area must be locked and the key returned to the Library Enquires desk. A fine will be applied if the key is not returned within 2 hours of issue, and a lost key will incur a replacement charge.

## Usage Guidelines

All use of the MakerSpace must comply with the following guidelines:

- **Induction:** All users must undertake training/induction on each piece of equipment before starting a project. A note of your induction will be kept on your Library record to ensure future access to the MakerSpace.
- **Booking:**
  - Use of the MakerSpace requires a booking to be made for the relevant equipment.
  - After your induction, you may individually book the equipment for the time required for your creation (instructions for booking equipment will be given after induction).
  - Failure to book sufficient time to complete your project before a pre-existing booking, may lead to your project being cancelled/terminated and charged at the appropriate rate.
  - To ensure fair access, LTL may include limits on how long a piece of equipment is used for. Large projects should get approval from LTL staff in advance.
- **Cost/Charging:** You will be charged at the end of your project, based on the weight of the completed 3D print or the length of vinyl used.
  - 3D printing filament (total weight)
    - 10 cents per gram (projects under 20 grams will be free of charge)
  - 600mm wide vinyl (total length)
    - \$1 per 100mm (projects under 100mm will be free of charge)
  - Students will not be charged for course related projects if the lecturer has obtained prior approval from LTL, by emailing askltl@lincoln.ac.nz, to ensure the availability of staff, equipment and materials.
- **Pick-up time:** Completed projects will be collected from the printer by LTL staff and you will be emailed the final cost. Projects must be picked up within 5 days of completion. Items not collected within this time frame may be discarded or recycled due to limited storage space. Items not collected will be charged at the appropriate rate.
- **Failed jobs:** LTL is not responsible for job failures due to user error, poor file quality, reliance on AI-generated designs, or other technical issues and will be charged at the appropriate rate.

- **Intellectual property:** Designs you create are your own intellectual property. In the spirit of open access, we encourage you to share them either on a general platform (e.g. Thingiverse for 3D print designs) or on Data@Lincoln (especially for designs that are useful in learning, teaching and research).
- **Prohibited Objects:** The following items are strictly prohibited:
  - Items prohibited by laws (including weapons).
  - Items that pose a risk to health, safety, or security (e.g. dangerous objects).
  - Items with offensive or obscene content, including depictions of violence, hate speech, or harassment.
  - Depictions of real people except with the consent of those people.
  - Items that interfere with intellectual property rights, including copyrighted, patented, trademarked, or cultural materials without proper authorisation.
- **LTL reserves the right to:**
  - refuse any job request or cancel/terminate any projects that breach this policy and charge the appropriate rate.
  - cancel any bookings if, after an hour, the equipment is not being used.