



Innovation Station Policies

Library Innovation Station Usage

The OFML Innovation Station tools are accessible to all Barnstead residents with an active library card. Children under the age of 16 must have parental or staff supervision, with additional age-specific restrictions applied as appropriate. Adult users are required to see a staff member and sign in with their library card upon arrival. Users will also have to complete a Use Agreement and Release of Liability form, while users aged 16 to 18 must have a Use Agreement and Release of Liability form signed by a parent or guardian. Furthermore, all users must undergo training to operate specific machinery, with some equipment necessitating oversight by designated staff members. It is important to note that staff supervision does not imply awareness or endorsement of the ultimate purpose of the equipment's use, and the library explicitly disclaims any such knowledge. Additionally, all users are expected to adhere to safety guidelines, and any failure to comply with the aforementioned rules will result in the loss of privileges.

Hours of Operation

Some of the items may be utilized during OFML open library hours, which may be subject to modification on holidays or due to staffing considerations. All projects must be finalized within the standard hours of operation unless alternative arrangements have been made with library staff. For items that necessitate staff operation, scheduling in advance is required, and this can be coordinated through the circulation desk.

Requests for equipment use should be submitted via email to ofmlstaff@gmail.com at least three business days in advance. All requests will be processed in the order they are received, taking into account open hours and scheduling availability.

We maintain a meeting room use calendar to track all reservations.

Usage Limitations

Patrons are allowed to reserve only one machine at a time. If multiple machines are available and a patron wishes to use more than one simultaneously, such requests will be considered on a case-by-case basis and will be subject to approval at the discretion of library staff.

Patrons are responsible for providing their own consumable materials, which must be approved by library staff.

The Innovation Station at the library may only be used for lawful purposes. Patrons are prohibited from using the Innovation Station for the following purposes:

1. Any activity that is prohibited by local, state, or federal law.
2. Activities that are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others, as such use may violate the manufacturer's terms of use.
3. Creation of obscene or otherwise inappropriate material for the library environment.
4. Violation of another person's intellectual property rights, including the reproduction of material protected by copyright, patent, or trademark laws.

The library retains the right to decline any request.

Items left uncollected for more than 7 days from the notification date will become the property of the library, and they must be retrieved by the person who originally created them.

3D Printer

The maximum booking duration for 3D printing is limited to 1 hour. If your 3D print estimate exceeds this time frame, you are required to make arrangements for a staff member to complete the printing process. We will notify you when your item is ready for pick-up. It is essential for users to actively monitor their prints for a minimum of 30 minutes before leaving them unattended. 3D prints must not exceed 8 hours in total print time, with prints longer than 3.5 hours necessitating prior approval from library staff. Library staff maintains the authority to halt a print job if it lacks approval or is at risk of failure.

Please be aware that our library employs a Toybox 3D Printer. We strongly recommend that you visit their website at <https://toybox.com> to acquaint yourself with the equipment's capabilities and limitations before scheduling it for use. Please be aware that you may choose from the items on the Toybox app for printing, or provide your own file for printing (if our printer is capable of generating it.) We do not offer design services.

The cost for 3D printing is \$1 per project, with an additional charge of \$1.00 per hour of printing.

Glowforge Laser Cutter and Engraver

The maximum allowable booking duration for the Glowforge is 1 hour. If your project is estimated to exceed this time limit, you must coordinate with library staff to complete your project, and we will notify you when it's ready for pickup. Continuous monitoring of the Glowforge during operation is mandatory. Projects requiring more than 4 hours must obtain prior approval from staff. The Glowforge necessitates staff supervision and cannot be operated independently.

Users are responsible for providing their own materials, which must be approved in advance by library staff. While we encourage the use of Glowforge Proofgrade materials (available for purchase on their website), materials of similar quality may also be accepted.

Please note that our library is equipped with a Glowforge Pro with a Pass-through Slot.

We strongly advise you to visit the Glowforge website at <https://glowforge.com> to acquaint yourself with the equipment's capabilities and limitations before scheduling its use. Once you have scheduled your appointment, the library will give you access to the patron Glowforge account. You may browse the selection of projects available for free on the account, but items with a fee cannot be charged to the library. If you would like to purchase a pre-designed template, we recommend searching [etsy.com](https://www.etsy.com) for glowforge projects or SVG files.

Kiln

The library offers a Jen-Ken AF3C 11/9 Ceramic Kiln, which is a compact, low-fire kiln suitable for crafting small projects like mugs, flower pots, tiles, and bowls. Operation of the kiln is handled exclusively by library staff. Patrons have the opportunity to create items and drop them off for library staff to fire. It's crucial that these items are made from materials appropriate for a low-fire kiln, and all relevant details about the materials and glazes used must be provided to staff for assessment.

Low-fire clays, such as earthenware, are compatible with this kiln. Alternatively, patrons can purchase pre-bisqued items like mugs or bowls from suppliers such as Dick Blick and apply low-fire glazes for firing.

Items will undergo firing when library staff is available to oversee the kiln, and patrons will be notified once their items are ready for pickup. It's important to acknowledge that there is always a risk of items breaking during the firing process, and the library staff cannot assume responsibility for any damage that may occur as a result of firing.

Cricut Maker

The library provides access to a Cricut Maker, a cutting machine capable of working with a variety of materials, including cardstock, vinyl, iron-on, and specialty options like glitter paper, cork, and bonded fabric.

Patrons interested in utilizing the Cricut are required to undergo a brief orientation session and utilize their personal Cricut account.

In addition, patrons are responsible for providing their own materials, which must be approved by library staff for usage. It is essential to schedule the use of the Cricut in advance, and it is exclusively intended for in-house use.

iPads

The library maintains 10 iPads equipped with Magic Keyboards and Apple Pencils that are accessible for public use. These items are not available for external circulation and must be checked out for in-house use only. Patrons are obliged to sign out the iPads and return them in the same condition. Additionally, it is the responsibility of patrons to erase their login information from the iPads upon completion of their usage. To ensure accountability, patrons are required to sign a waiver acknowledging their responsibility for any potential damage to the items.

iPads are exclusively intended for use by patrons aged 14 and above and minors must have the signature of a parent or guardian on their waiver.

Innovation Station Hours

Miscellaneous items for in-house use, which do not require supervision, may be borrowed anytime the library is open. However, it's important to note that some of these items require the presence of an adult when used by minors. These items include:

- Snap Circuit kits
- Lego Technic kit
- Book Binder
- Laminator
- Robots
- Code-a-Pillar
- Any of our available puzzles or board games

For in-house use items that do require staff supervision, patrons must make advance arrangements through the circulation desk.

Our regular library hours are as follows:

- Tuesday to Wednesday: 10 AM – 6 PM
- Thursday to Friday: 12 PM – 8 PM
- Saturday: 10 AM – 1 PM
- Closed on Sunday and Monday

OFML Reserves the right to refuse anyone in violation of these policies.

Innovation Station Safety Guidelines

General Safety

- Keep hands and arms away from machinery during operation.
- Never use a broken tool or machine. If you notice a tool or machine is broken, inform a staff member right away.
- Keep the floor clear of clutter, and/or trip hazards.
- If you are unsure about how to safely operate machines or equipment, ask a staff member.
- Proper ventilation is required for use of the Glowforge. It is your responsibility to use the proper safety equipment for your project. Not sure what to use? Just ask!

Machine-Specific Safety Considerations

Please refer to the Safety Manual for each machine for more detailed safety guidelines.

Manuals can be found online. Staff can assist upon request.

GlowForge Laser Cutter

- Never leave the Glowforge unit unattended while operating – always stay within sight. Look inside frequently. If you need to use the restroom or otherwise briefly leave the space, you **MUST NOTIFY STAFF**. Leaving the GlowForge unattended while running without notifying staff will result in an immediate ban of your GlowForge privileges.
- A small, candle-like flame where the laser beam strikes the material is normal. This flame should move with the laser and should not remain lit when the laser has moved past. If there is a lasting flame inside the Glowforge unit that does not extinguish when the laser has moved past, **IMMEDIATELY** unplug the GlowForge and notify staff.
- Library staff must pre-approve the materials to be used on the GlowForge.
- Make sure the BOFA air filter is turned on and running, or that the filter house is vented outside before turning on the GlowForge.

3D Printers

- 3D Printers have hot parts that may burn your skin. Do not touch the extruder head or the print bed after turning on the machine.
- Use safety gloves when removing prints from 3D printer bed. Always point scraper away from your body when removing prints.

Cricut Heat Press

- The heat press has hot parts that can burn your skin. Do not touch the bottom part of the press.
- Be sure to put a towel or piece of cardboard under the item to be pressed.
- Do not leave the heat press unattended during use.



Innovation Station Use Agreement

Please review the policies and guidelines set forth. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment, and materials provided in the OFML Innovation Station.

Name _____ Birth date: _____/_____/_____

Library Card #: _____ DL or ID # _____

Address: _____

Phone#: _____ Email: _____

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Parent/Guardian (if under 18): _____

Phone#: _____ Email: _____

Address: _____

Certification or training complete : *For staff use only*

Safety Training/signed agreement	complete: _____	Staff initials: _____
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GlowForge Laser Cutter/Engraver	certified: _____	Staff initials: _____
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Toybox 3D Printer	certified: _____	Staff initials: _____
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Cricut Cutter	complete: _____	Staff initials: _____
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Sewing Machine	complete: _____	Staff initials: _____
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Innovation Station Waiver

I, _____, affirm that the information I have provided on the Innovation Station Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____, do hereby for myself, on behalf on my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Oscar Foss Memorial Library and Town of Barnstead, NH, for any personal injury, illness, death or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Oscar Foss Memorial Library.

I, _____, do hereby for myself, on behalf on my heirs, successors and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend the Oscar Foss Memorial Library and their offices, agents, volunteers, board of directors and employees from any and all liability, loss, claims and demands, actions or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the maker or possession of tools, technology, equipment or supplies. I am using in the Innovation Station. Any available insurance of the maker's shall be primary and the Oscar Foss Memorial Library and Town of Barnstead, NH will be Non-contributory.

The parties intend each provision to be severable and separate and apart from one another.

The parties agree that any and all disputes resulting in litigation will be commenced, litigated and adjudicated only in the County of Belknap, State of New Hampshire pursuant the laws of the State of New Hampshire.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name. By signing this release, I agree to abide by OFML Innovation Station Policies and Responsibilities, and I acknowledge receipt of the same.

Signature _____ Date: _____ Printed Name: _____

Any Maker under age eighteen (18) years of age must also obtain the following consent release before using the OFML Innovation Station.

I, _____, am the parent or guardian of _____ I consent to this and state that I have read the agreement and release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent signature: _____ Date: _____ Printed Name: _____

Permission for additional person(s) to accompany my child in the Innovation Station:

I authorize the person(s) listed below to accompany my child in the Innovation Station. I understand adults accompanying children must also be safety certified for equipment, have a signed waiver on file and be certified to use equipment when required.

Name: _____ Relationship: _____ Waiver signed: _____

Name: _____ Relationship: _____ Waiver signed: _____

Parent signature: _____ Date: _____ Printed Name: _____