makerspace

EQUIPMENT USE GUIDELINES

754 S WABASH AVE
2ND FLOOR
312-369-7877
MAKERSPACE@COLUM.EDU
@MAKERSPACECOLUM
Makerspace General Guidelines

- Have your campus ID ready to check out tools for use in the Makerspace.
- Replace tools and unused materials where you found them or return them to a Makerspace employee.
- Clean up after yourself.

**NO SELLING POLICY:** Use of our free resources is intended for class projects, hobbies, prototyping, and band/club/student organization marketing. If you plan to sell any items you make in the Makerspace, you are welcome to use the Makerspace's tools and equipment, but you must provide your own materials.

- Don't be afraid to ask for help - that's why we're here!
WHAT'S AVAILABLE IN THE MAKERSPACE?

Dremel tools  Screwdrivers  Tape  Posterboard
Colored pencils  Glue Markers
Powerdrills  Sewing machines
Button makers  Paint
Beads  Glitter
Scissors  Feathers
3D printers  Binding machines
Mallets  Vinyl cutter
Rulers  Screws
Binding machines  Nails
Hammers  Construction paper
Hole punches  Papercutters
Laminators  Hot glue guns
Cardboard

MakerBot Replicator
The Makerspace currently does not require training for the use of these tools. However, ask a Makerspace employee if you have questions or need help with the use of any of these tools.

<table>
<thead>
<tr>
<th>Tools Available for Checkout - Have Your ID Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Tools Must Remain in the Makerspace</td>
</tr>
</tbody>
</table>

### Tools

<table>
<thead>
<tr>
<th>Scissors</th>
<th>Box Cutters</th>
<th>Hole Punches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shears</td>
<td>X-Acto Knives</td>
<td></td>
</tr>
<tr>
<td>Rotary Cutters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hammers</th>
<th>Screwdrivers</th>
<th>Power Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallets</td>
<td>Wrenches</td>
<td>Dremels</td>
</tr>
<tr>
<td>Pliers</td>
<td></td>
<td>Heat Guns</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staple Guns</th>
<th>Hot Glue Guns</th>
<th>Awls</th>
<th>Bone Folders</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lino Carving Tools</th>
<th>Clay Sculpting Tools</th>
<th>Tape Measures</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rulers</td>
<td></td>
</tr>
</tbody>
</table>
The Makerspace currently does not require training for the use of this equipment. However, this equipment has specific usage guidelines that are outlined in this brochure. Ask a Makerspace employee if you have questions or need help with the use of this equipment.
EQUIPMENT WITH USAGE GUIDELINES

Button Makers
- Individual students can make up to 50 buttons per semester
- Recognized student organizations can make up to 150 buttons per semester
- If you want to sell your buttons, you may use the Makerspace’s button makers, but you must provide your own button supplies
- Shop Columbia sells 50-pack button supplies in all three sizes: 1", 1.5", and 2.25"

LED Light Pad
- DO use the light pad for tracing and sketching with dry media
- DON'T use markers, paint, x-acto knives or any media near the light pad that will bleed onto or cut the glass surface
- The light pad can be adjusted to sit at an angle with stackable rubber feet

Photo Light Box
- The light box can accommodate objects no larger than 14" x 16"
- The light box has four interchangeable backdrops: white, black, gray, and blue
- DO unsnap and fold up the light box when finished
- DON'T place dirty, messy, or staining objects in the light box

Mat Cutter
- The mat cutter is for cutting standard 4-ply mat board only
- The mat cutter can accommodate mat board up to 32"

Die Cutters
- DO CUT paper, construction paper, and light card stock
- DON'T CUT fabric, plastic, metal, wood, or extra thick materials
EQUIPMENT WITH USAGE GUIDELINES

Paper Cutters
- DO CUT paper, construction paper, light card stock, and poster board
- DON’T CUT fabric, plastic, metal, wood, foam board, mat board, or extra thick materials

Coil and Comb Binding Machines
- DO punch and bind copy paper, card stock, and thin plastic transparencies only
- The binding machines punch up to 12 sheets of copy paper at a time

Paint and Paintbrushes
- Use metal top tables for painting
- Before painting, lay down brown craft paper
- Rinse all brushes, cups, and palettes in sink with soap and water

Glue and Glitter
- Use metal top tables for gluing and glittering
- Before glittering, lay down brown craft paper
- Conserve clean (not lumpy or gunky) glitter when possible by using scrap paper to funnel clean glitter back into its container

Sinks
- DON’T wash excessive amounts of paint, glue, or glitter down sinks
- Wipe excess paint, glue, or glitter into the garbage with paper towels before rinsing brushes, cups, or palettes in the sink
- Clean out sink area when finished and make sure drain is free of any blockages
This equipment requires hands-on training prior to use and has usage guidelines that are outlined in this brochure. Please ask a Makerspace employee for training on this equipment before attempting to use.

Specialty equipment available for use - Have your ID ready. All equipment must remain in the Makerspace.

- 3D Printers
- 3D Scanner
- Laminators
- Large Stack Paper Cutter
- Vinyl Cutter
- Fletcher Multi-Material Cutter
- Sewing Machines
- Serger
- Laser Cutter
EQUIPMENT THAT REQUIRES TRAINING

3D Printers
- The Makerspace does not permit printing of guns, knives, or anything that looks like/functions as/could be/is a weapon
- Conduct quality checks on your print before printing - your print must be a closed solid to print correctly
- 3D prints are limited to 8 hours per print

3D Scanner
- 3D scanning works best on objects the size of a medium-sized stuffed animal up to a human bust - smaller objects may lack detail and larger objects may be difficult to capture in their entirety
- The 3D scanner may have difficulty capturing black or shiny surfaces

Laminators
- Laminators must be plugged directly into an outlet (not into an extension cord or surge protector)
- There are two power switches (power and heat) that must be turned on and off on each machine
- Let the laminators cool before replacing covers

Large Stack Paper Cutter
- DO CUT copy paper and light card stock
- DON'T CUT mat board, poster board, fabric, plastic, metal, wood, or extra thick materials
- Cutter can cut up to one ream (500 sheets) of copy paper at a time

Vinyl Cutter
- The vinyl cutter is used to cut indoor and outdoor adhesive vinyl and heat transfer vinyl only
- Tape smaller vinyl pieces to a carrier sheet (a sheet of poster board) before loading into the machine
- Make sure you are cutting with the vinyl side up
- Before cutting, determine whether your image or text should be mirrored
- Single-color graphics without a lot of intricate detail cut best
**EQUIPMENT THAT REQUIRES TRAINING**

**Fletcher Multi-Material Cutter**
- The Fletcher is used to cut mat board (4, 8, and 12 ply), foam board up to 1/4", and cardboard

**Sewing Machines**
- DON'T sew leather or extra thick fabrics
- DON'T sew over pins - remove them as you sew before they approach the presser foot
- DON'T pull or push fabric while sewing - the fabric will automatically feed through the presser foot and feed dogs
- Ask a Makerspace employee to thread or rethread the machine for you
- Ask a Makerspace employee before changing any of the settings on the machine

**Serger**
- DON'T attempt to change the thread color or rethread loose threads
- Before you begin, make sure a long 4" tail of overlocked thread is sticking out the back of the presser foot/feed dogs on the machine
- Make sure you leave a long 4" tail of overlocked thread when you are finished using the machine

**Laser Cutter**
- The Glowforge will cut and engrave wood, leather, paper, and plexiglas (acrylic)
- Materials must be no thicker than 1/4" and no larger than 12" x 20"
- All materials to be cut or engraved MUST be approved by the Makerspace prior to cutting
- You are required to monitor the Glowforge for the duration of your cut and a Makerspace employee MUST supervise the operation of the Glowforge
FOLLOW @MAKERSPACECOLUM TO FIND OUT ABOUT UPCOMING WORKSHOPS AND EVENTS!
The Columbia College Makerspace is an arts, crafts, and fabrication studio free to all current Columbia College students with a valid campus ID.

Monday - Friday 9am-7pm
Saturday 12pm-7pm