

# iCube Procedures



## Safe Conduct

- Immediately discontinue use of the tool(s) or equipment if it becomes unsafe, damaged, or is not working properly. Notify library staff.
- Immediately report ALL accidents, injuries, or incidents to library staff.
- Use the space and equipment safely and leave the space and equipment in clean and working condition.
- Work and behave in a way that protects your own safety and the safety of others. Do not cause a distraction, fool around, or startle anyone using the equipment.
- Follow instructions and directions of library staff and volunteers at all times; ask for help when you are uncertain how to use equipment.
- All equipment must be used for the purpose that it was designed. Follow all safety procedures and instructions. **The equipment in the iCube falls into 3 usage categories:**
  - Green:** This tool can be used without supervision for DIY projects.
  - Yellow:** Please ask staff for assistance with the set-up of this tool.
  - Red:** This tool requires an appointment with a staff member.
- Abide by the iCube Policy, as well as Novi Public Library's policies and Code of Conduct.

## Use Protective Gear & Dress

- Do not wear loose-fitting clothing, jewelry or lanyards, etc., especially around moving or rotating machinery. Tie back long hair. See staff if you need a hair-tie.
- Wear suitable safety glasses when handling loose items, hot objects, sharp-edged items, and those that create debris.

## Use Tools Correctly

- Use tools how they are designed to be used.
- Never use a broken tool. Report any broken tools or machinery to library staff immediately.
- Do not remove tools from the iCube.
- Never walk away from a tool that is still running.
- Never tamper with a tool's safety features. Operate machinery according to recommended procedures and with safety guards in place, as applicable.

- Always be sure the lids of machines (3D printers, Laser Engraver and CNC Milling machine) are shut before running them.

### **Preparation**

- Safety is top priority in the iCube. If you are not sure what to do, ask.
- Be aware of exits, first aid kit, fire extinguisher, and safety equipment locations.
- Do not climb on tables or chairs to reach for something. Ask staff for assistance.
- Do not work when tired or in a hurry.
- Think through and prepare in advance before starting a job. Please see library staff for assistance if you have questions or are uncertain about anything.

### **iCube Guidelines**

- Maximum usage capacity is **13**.
- Children age 11 and under must be accompanied by an adult while in the room.
- Food and Drink is NOT permitted.
- Be considerate and respectful to other's property, personal space, and privacy.
- Do not leave items unattended. The library is not responsible for anything that goes missing.
- Patrons must make an appointment with staff before using certain equipment, like the Muse Laser Engraver and the Carvey CNC Milling machine.
- Computers are to be used for digital content creation and creative work only.
- The Library is not responsible for any loss of digital data or damage to materials provided by users.
- Library staff reserve the right to refuse any requests to use equipment.

### **Before you leave**

- Make sure all equipment and work areas are cleaned, turned off, and tools are returned to their original state and location. Any problems with the equipment should be reported before leaving.
- Use the shop vacuum to clean up debris.
- Keep the floor clear from trip hazards.
- The iCube will close **30 minutes** prior to the building's closure.

**Have fun!**