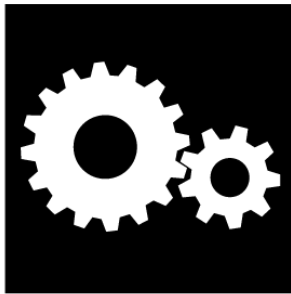
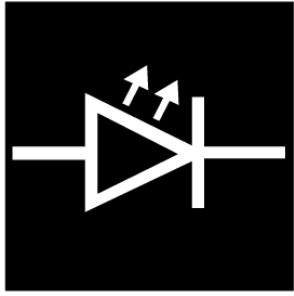


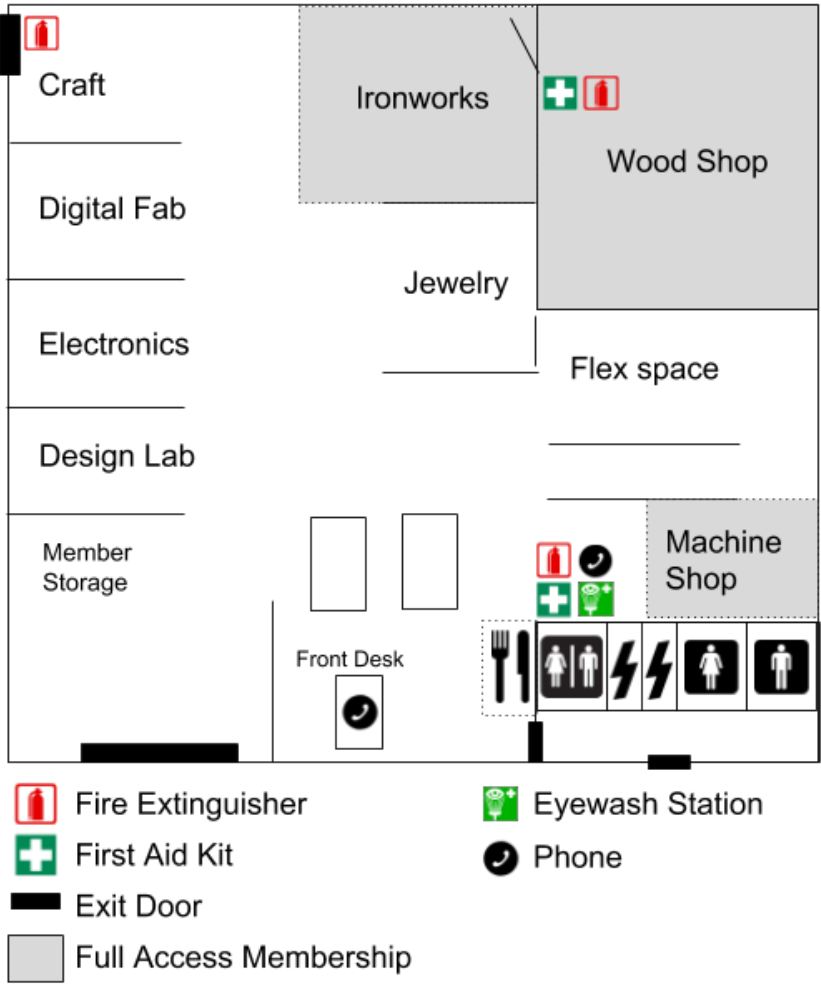
**LANSING**



**MAKERS NETWORK**

*Member Handbook*

*Updated March 2019*



# IN CASE OF EMERGENCY

## DIAL 911

The front desk phone and first aid phone are capable of dialing 911 and will send your location to the 911 center.



# WELCOME!

Welcome to Lansing Makers Network!

Inside this handbook we've tried to pull together the policies that help keep our community safe and content. Most of these policies have developed organically as we've grown over time and have become something of "unwritten rules". As we continue to grow, it's become more difficult to share all of these "unwritten rules" with new members, so this Member Handbook was born as your guidebook to Lansing Makers Network.

There are a great deal of talented and dedicated folks working behind the scenes to keep everything running and organized. Please don't hesitate to lend your talents and expertise on the members' list if you're interested in getting more involved.

Finally, the most important thing you as a new member can do to help us thrive as a makerspace and a community is to make! The work you do at the makerspace inspires others and is the best way we can show potential members how great this space is. Share the awesome things you make on the mailing lists, social media--everywhere you can! Invite your friends to see what the space is all about and encourage everyone to come to the meetups, classes, and workshops that we host (or host one of your own!)

So, on behalf of the Board of Directors and members, welcome!



Brian Adams  
Board President

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# ABOUT LANSING MAKERS NETWORK

## *A (Brief) History*

Lansing Makers Network was founded in March 2012 by a group of Lansing-area makers who saw the growth of makerspaces all around the country and pulled together to create a space in Lansing.

Our first space was located in Old Town Lansing, in the Old Town Temple Building. What was supposed to be a short-term location while our new location was readied for occupancy turned into almost three years of (often cold) time in the Temple. Our members were generous and supportive and worked hard to create an amazingly well equipped makerspace.

Fast-forward to 2018 and LMN has moved into our new home and continued to grow. In that time we've been granted tax-exempt status (before the form got easier), traveled to countless Maker Faires, festivals, and science fairs to show off the talented work of our community of makers and refined much of what our version of a makerspace (they're all different, after all) looks like.

## *Structure*

LMN is organized as a Michigan non-profit corporation. A Board of Directors provides governance.

Area managers and other volunteer staff who work under the direction of the executive director provide operation of the space. Volunteers are an important part of how we keep the space operating smoothly so please feel free to volunteer your time or talents!



# GETTING HELP

## *Wiki*

The LMN wiki is the general repository of information about LMN for both members and the public. Keeping information up-to-date on the wiki is an ongoing effort. Please help us keep it up to date. Send an email to [itstaff@lansingmakersnetwork.org](mailto:itstaff@lansingmakersnetwork.org) to get a wiki account created for yourself.

**<https://wiki.lansingmakersnetwork.org>**

## *Talk.lansingmakersnetwork.org (The Talk Site)*

If you have a question or concern, the absolute best way to get answers or feedback is to post on [talk.lansingmakersnetwork.org](http://talk.lansingmakersnetwork.org). You will have received an invite to join the site when you joined as a member. If you find you are unable to access the site, send an email to [itstaff@lansingmakersnetwork.org](mailto:itstaff@lansingmakersnetwork.org) and we will get you fixed up.

**<https://talk.lansingmakersnetwork.org>**

## *Phone*

The front desk phone can be used to reach area managers or other volunteer staffers if you have a problem that needs immediate attention. Next to the phone is an extension list that will ring the cell phone of those listed. Please do use Talk for

most project help and use the phone system for only the most immediate of needs. Remember, volunteers are answering the phone!



### **In the event of any emergency, call 911 first!**

Calling from the front desk phone or the first aid station phone will send your location to the 911 dispatcher. Our on-call volunteers are automatically notified of a call to 911.

## ***Board of Directors Contact Information***

If your concern is sensitive, or you would prefer not to contact the full list, you can send a private message on Talk to [@BoardMembers](#) or email the board of directors at [board@lansingmakersnetwork.org](mailto:board@lansingmakersnetwork.org)

## ***Other Emails***

[membership@lansingmakersnetwork.org](mailto:membership@lansingmakersnetwork.org)

Issues with membership, paying dues, etc.

[education@lansingmakersnetwork.org](mailto:education@lansingmakersnetwork.org)

Information about upcoming classes or to inquire about hosting or teaching a class.

[volunteer@lansingmakersnetwork.org](mailto:volunteer@lansingmakersnetwork.org)

Information about volunteering at LMN events or a around the space.

## ***Mailing Address & Phone Number***

Lansing Makers Network

2400 W Saint Joseph Street Ste. F  
Lansing, MI 48917  
517-376-4770

## ***CODE OF CONDUCT***

1. Follow and encourage others to follow the principles of safety.
  - Be available to help others use machines safely or safely handle projects or materials.
2. Be courteous when interacting with your fellow members or their guests.
  - Make sure your use of tools or space isn't preventing others from completing their projects.
  - Be respectful of other's projects and materials when you come across them in the space.
3. Be mindful that LMN is a shared space.
  - Leave work areas cleaner than you found them and return tools to their place.
  - Only leave projects outside of your member storage space that you are actively engaged with.
4. Do your part to make LMN a welcoming, engaging environment for potential members. First impressions mean everything to people visiting the space.

## ***PRINCIPLES OF SAFETY***

Safety is one of the biggest concerns in a shared shop environment like LMN. It is important that every member or guest of LMN takes personal responsibility for maintaining a safe working environment for themselves and everyone using the space, including guests. We break the areas of responsibility into three distinct areas.

## *Your Own Safety*

**Attention:** Give the work and the tool your undivided attention. One and only one person should operate a machine and must attend it while running. Operate machinery with a clear mind, never while fatigued or under the influence of drugs, alcohol, medication, or if you have a medical condition that may impair your ability to safely operate machinery.

**Attire:** Wear ANSI Z87 safety glasses or goggles and closed-toed footwear at all times in the Woodshop and Metal Shop Areas. Wear hearing and breathing protection as appropriate to the work environment. Do not operate rotating machinery while wearing long sleeves, gloves, loose jewelry, loose long hair, neckties, hoodie strings or anything else which may be caught and draw you into the machine.

**Ask For Help:** If you are not familiar with a machine or operation, ask for help. Avoid handling long, large or heavy materials alone. Seek first aid immediately for any injury. Ask for help anytime you feel unsure about the safety of what you are about to do.

## *The Safety of Those Around You*

**Safe Materials:** Do not bring toxic, flammable, explosive, or radioactive materials to LMN. Do not bring materials which may become dangerous when machined or heated (e.g. uncertified closed pressure vessels).

**Startling:** Allow others to give their work their undivided attention. Do not tap people on the shoulder. Move into others' line of sight before attempting to attract their attention. Stay clear of areas where others may move unexpectedly without checking for your presence. Give warning before making sudden loud noises.

**Dull Tools:** Dull tools require excessive force, can pose a fire hazard and have a higher likelihood of ejecting materials from the work area.

## *The Safety and Health of the Tools*

**SOPs:** Be sure to read and follow any SOPs in place for a machine.

**Check and Report:** Inspect machinery before using to ensure it is in proper working order. Consult an area manager if unsure about anything or report it on Talk. **Immediately report broken tools or equipment.**

**Authorization:** Only use tools you have been authorized to use through the checkout process.



**Members are expected to be polite and professional in all interactions at Lansing Makers Network, particularly when giving or receiving feedback about safety.**

## *USE AT YOUR OWN RISK*

Use of any tools at LMN is at your own risk. Everyone who enters the space **must** have completed the liability waiver. Please make sure you read and understand the liability waiver. Additional copies are available at the front desk or on the wiki.

## ***Reporting Injuries***

All injuries must be reported. Notify an area manager or volunteer staffer and they can send you a link to our online injury reporting form. Injury reports are very important to help us better manage safety at the makerspace.

# ***RESTRICTED ACTIVITIES***

## ***Prohibited Activities***

Due to federal regulations concerning what constitutes a firearm manufacturer, the construction or modification of firearms or firearm parts are not allowed in the makerspace.

Generally, any activity that poses an exceptional risk to fellow members or has a high risk of causing a legal, liability, or reputational problem for the organization is also prohibited. This may include, but is not limited to, radioactive materials, dangerously high voltages, finishes and materials that are exceptionally volatile or toxic.

Exceptions may be made when appropriate safety protocols are documented and approved by area managers.

## ***Commercial Work***

The use of tools for commercial and entrepreneurial activities is an important aspect of fulfilling the mission of our community makerspace. Members performing work for hire or for sale is generally allowed at the makerspace with the following conditions:

1. Must use their own consumables and materials (wood glue, screws, parts, etc).
2. Must make a bona-fide effort to replace/repair blades and tools as appropriate to their project (CNC bits, blades, propane, etc).

## ***Production Runs or Batch Work***

The makerspace is not intended to replace a traditional manufacturing environment. As such, production runs or batch work require advance permission from an area manager who will work to ensure that the overall community's interests including fair access to equipment are maintained and that rules for any commercial work are followed. Members may be asked to run their batch jobs at a time that lessens impact on other members or to limit the size of batches. Restrictions on batch work apply to all member activities, both commercial and non-commercial.

## ***USING TOOLS***

### ***SOPs***

Standard Operation Procedures (SOPs) are one of the primary ways we work toward creating a safe environment for everyone using equipment at LMN. SOPs detail the various procedures for safely setting up, running and maintaining our equipment. We are currently working to create SOPs for more of our equipment and you'll likely see more of them appear as time goes on. If you would like to help get an SOP written for a tool or process, let a staff person or area manager know. We would love your help!

### ***Checkout Classes***

Some tools which are particularly complicated, dangerous, or require specialized knowledge in their setup or safe use, require you complete a checkout class before you are allowed to use them. Be sure to inquire if a tool or area require a checkout class if you're unsure if it is required.

Because checkout classes are so important to the safe operating of our space, we don't charge a fee to members for

these classes (unless the class has a material fee that LMN needs to cover).

If there is a checkout class you would like to take, but hasn't been offered in a while, post a message on Talk and we'll see about getting one scheduled for you.

## *Broken Tools*

Broken tools are a normal consequence of making things--it happens. However, few things are more frustrating than setting up to use a tool and discovering that a tool or machine has been broken.



**The most important thing to do when a tool breaks is to report it. Create a topic in the Issues and Requests category on Talk.**

**If the problem needs urgent attention, use the front desk phone to contact the area manager responsible or the on-call volunteer.**

Reporting problems ensures that the process of repairing or replacing a tool gets started as soon as possible and helps notify others that a tool is broken and may not be useable.

We have a no-guilt policy when it comes to tool breakage, so please don't feel like you'll be getting in "trouble" or shamed in any way. As far as what happens next, it generally follows one of three paths:

- **The tool has an SOP and you were following the SOP when the tool broke:** LMN will take care of getting the tool repaired/replaced. Area managers will look at the



possibility of updating the SOP, if needed, to address any problems.

- **The tool does not have an SOP:** LMN will take care of getting the tool repaired/replaced. We won't hold members to expectations that we didn't define.
- **The tool has an SOP and you *were not following the SOP when the tool broke*:** This is the least ideal scenario. We'll likely have a conversation about **WHY** the SOP couldn't be followed and address any changes needed to the SOP. We may also require that you retake a checkout class before using the tool again or work with an area manager for additional training. Willful or negligent situations may result in losing the ability to use a tool, but we really don't want it to come to that.

## ***GUEST POLICY***

### ***Individual Guests***

Members are welcome to bring guests to the space to collaborate on projects, show them around, etc.

1. Guests are **100%** the responsibility of the member hosting them.
2. **Everyone** visiting the space must complete and sign a liability waiver. Liability waivers are available in the bins at the front desk. Place completed waivers in the appropriately labeled box on the job board.
3. Guests are allowed to operate LMN tools under the supervision of a member. If the tool requires completion of a checkout class, both the member ***and their guest*** have been checked out.

## *Youth Guests*

While minors (under 18) are not able to become official members of Lansing Makers Network, minors are encouraged to participate under their legal guardian's membership.

1. Minors must be supervised at *all times* by their guardian.
2. **All minors must have a youth liability waiver completed and signed by their guardian.**

## *Groups*

Members are also welcome (and even encouraged) to hold their meetups, group meetings, etc related to making here at LMN. The same rules apply as for individual guests (**everyone** must complete a liability waiver, and guests are 100% the responsibility of the member hosting them).

Create a topic on Talk requesting your proposed event be added to the calendar far enough in advance that conflict can be identified and avoided. If you are expecting large numbers of guests, please solicit other members to attend and help manage the group.

**We also very much want to help promote your making-related group. Give us enough advance notice that we can publish info about it on the website, Facebook, Twitter, etc.**

## ***WORKING TOGETHER***

LMN is a community space, shared by our members, class participants, and sometimes the invited public. Making a space like this work requires *everyone* to take responsibility for keeping it functional. Cleaning up after your projects and leaving work areas better organized than when you found them goes a long way to making this happen. Remember that your fellow members are

counting on you to leave the space ready for them to come in and work.

It is often hard to draw a line that determines when something isn't in the interest of the rest of the membership, so please, use your best judgement or ask for an opinion on Talk if you'd like guidance about something.



**Exceptions to any of our policies will always be considered. If your project is different, or your situation dictates, please don't hesitate to ask a staff member, area manager or create a topic on Talk.**

### *“Fix What Bugs You”*

As a member-driven space and community, we all share in the responsibility to make LMN the best place it can be to work and create. As you work in the space, it is inevitable that you'll find things that aren't as organized or put together as they can be. YOU are empowered to make it better. See if you can take 5 minutes when you're here to make an improvement.

Most of the problems that arise in a shared space like ours revolve around situations where we don't "define the expectation". We can't, for example, expect everyone to put the screw drivers back if we never told anyone where the screwdrivers go. So, when confronted with a problem like that, "Fix what bugs you!". And be sure to let everyone know about your improvement on Talk. Your effort to fix something can inspire others to do the same!

Everything can't be solved in five minutes. Some things require more conversation and effort to find a solution. For those

things, be sure to let an area manager or staff person know, so they can help find a solution.

### ***“Leave it better than you found it”***

We’re all counting on each other to leave workspaces ready for the next member to use. When you’re done using an area, be sure to clean up after yourself. Sweep up, clear your scrap and return tools to their homes. Even if it looks like the last person didn’t do it, set the example! Do this every time you finish working in an area.



**Make sure you leave time in your schedule for cleaning up!**

If you have to leave by a certain time, plan on stopping work early to clean up.

### ***Job Board***

The job board lists tasks that help us all work together to keep the space working great. Everything from sweeping the floors (both in the shops and common spaces) to cleaning the bathrooms is a shared responsibility among everyone who uses the space. When you’re waiting for glue to dry or otherwise have a minute or two to spare, check the job board and try to take care of a task or two.

## **STORAGE AND MATERIALS**

Personal storage space is hard to come by in a shared space like LMN. We provide a small amount of individual member storage for in-progress projects, parts, etc. Generally, members' personal

items should be stored in their storage space or taken with them when they leave for the day. Larger items or projects difficult to move (a woodworking project being glued or assembled, for example) can be left out in the common space with a "Project Pass" (see below). As space allows, LMN may make additional personal storage space available to members for a fee, but we can't guarantee more storage will be available.



While LMN provides a framework for very limited personal storage, it is important to remember that by its very nature as a 24/7 space, **all personal storage at LMN is at your own risk.**

**LMN cannot be responsible for personal items left at the makerspace!**

The "Park-o-matic" label printer will print tags that can be used to label your projects or materials at the space. Note that outside of your locker / bin, anything you leave at the space must have a "Park-o-matic" label on it.

Above all else, respect the limitations and finite nature of physical space, and that we're constantly growing and adding new members.

## ***Common Parts & Materials***

Generally, members should expect to bring their own materials or parts for projects. Some convenience items like wood glue are stocked by LMN for member use in reasonable quantities. If your project uses excessive quantities of any stocked consumable, you should replace it or bring your own.

Many areas also have materials left by fellow members for use. Items in material storage areas without a "Park-o-matic" tag are generally available for members to use. If something seems awfully nice to have been left available for anyone to take, it is a good idea to create a topic on Talk first to make sure a tag hasn't errantly fallen off. You'd certainly appreciate someone doing that for you!

The electronics, wood and metal shops also have stocks of basic components, nuts, bolts, etc. Members are welcome to use these items for their projects, but please do your best to replenish items you use. Note that these items are not stocked by the LMN budget, but rather the generosity of your fellow members.

### ***"Scrap" Bins***

Leftover materials from other member's projects or parts reclaimed from salvaged equipment are often shared between members. Certain zones of the makerspace have areas designated for specific items along these lines (for example, the woodshop may have a scrap-wood bin). These scrap bins are culled regularly to make sure they don't become too difficult for members to find usable material. If a scrap/parts bin is full, please do not add to it without culling it yourself first.

### ***Member Bins & Lockers***

Every member may have a bin to store supplies, tools, PPE, etc. at the space while they are a member. Lockers are also available on a first come, first served basis.

- Member bins are for the storage of items members would like to keep at the space longer term.

- Items must be in a bin (no items sticking out or otherwise making it difficult to organize or move through member storage).
- Member storage space is limited. Please be mindful of your fellow members and keep things tidy / remove items that don't need to be there.
- Paint/liquids/chemicals may not be stored in member storage (we need to know where those things are, and we don't want something leaking into someone else's area).

## ***Project Storage***

Project storage is available for **active** in-process member projects. These are items stored outside of your member bin / locker, in designated spaces at LMN.

- In process projects *may not* be left in the work areas of the space without permission from an area manager. Make appropriate plans to move heavy/bulky items before leaving the space.
- Any in-process project not left in a bin/locker (member storage) must have a project pass and must be actively worked on or removed in a timely manner.
- Project passes / labels are for the convenient labeling and identification of in-process projects. They are not a license to leave anything, anywhere in the space.

## ***Materials Storage***

Materials storage includes lumber storage, metal storage, laser cutter materials, vinyl cutter materials, any other “consumables” storage area.

- Materials storage is available for storage of materials being actively used by members to complete a project.

- Materials stored in material storage spaces must have project passes affixed and be used to complete a project or removed in a timely manner.
- Materials storage should remain as neat and organized as possible. This may mean you need to organize a material storage area before you can leave your materials.

## ***Project/Material Storage Passes***

Project passes (formerly called “Parking Passes”) are tags that show who owns an item, when it was left out and how to contact the member should a need to relocate the item arise.

Even with a "Project Pass", your project cannot be left somewhere where it impedes other members using the tools or resources at the makerspace. (I.e. Your project cannot be left on the table saw out-feed or setup on the mill while you are gone.)

- Project passes expire 2 weeks after they are issued.
- Project passes may be renewed if the project remains active.
- Longer-term projects or projects larger than the project storage areas are OK, but must be approved in advance by an area manager.
- ***YOU are responsible for your project pass items. Items with expired passes will be considered abandoned property.***
- Volunteers will usually make an attempt to notify a member of expired items, but that is not always possible (missing tags, exceedingly overdue passes, etc.)
- Expired project/material pass items will be moved to a designated area of the space where members may reclaim them, this area is frequently purged of items (so don't rely on it to get your stuff back!)
- Reclaimed items must be removed from the space. Items should not be retagged if they have expired.



- “Project Pass” storage privileges may be revoked for habitual offenders. We don’t like or want to do this, so please don’t put us in this position.



Leaving items in the shared spaces of the space affects your fellow members. Use good judgement when choosing to use a project pass.

**Don't leave a project out just because you can!**

## ***ABANDONED ITEMS***

Because project/material pass items are outside the normal abilities of the space to provide storage, items that are expired are considered abandoned property.

If you stop being a member of LMN, your projects, personal storage area, etc. need to be cleaned out and items removed from the space.

**Any abandoned items remaining at the space become property of LMN and may be disposed of, recycled, or repurposed as LMN sees fit.**

# THINGS TO KNOW

## *ID Badges*

Members are provided with an RFID picture ID card that identifies them as a member. Please be prepared to present your ID card at the front desk any time a volunteer is on duty. We also generally request that members wear their ID badges while at the makerspace so that other members know who they're dealing with. Lost ID Badges can be replaced, generally free of charge.

## *Keys*

24-hour access members are provided with an RFID key that allows them entrance into the space. **Your key may not be shared with anyone.** In the event that your key is lost, please notify us immediately so that we can deactivate it. Lost keys will be replaced, generally free of charge.

In the event that your key doesn't work for some reason, we can often let a member in remotely. The phone system has a number for just this purpose. Call 517-376-4770 ext 989.

## *Renewing Your Membership*

You should receive an email a few days before your membership is set to expire. You can follow the link in the email to renew online, send in a check, or drop off your payment in the drop box inside the space.

LMN currently doesn't auto-renew your membership as we want active participants in our community.

Many banks will let you setup a recurring payment in their online "bill payer" system. If you are interested in your

membership auto-renewing, this is a great way to do it. Just have your bank send your payment to our mailing address before your membership is set to expire.

### ***First Aid Kits***

First aid kits are located outside the bathroom in the common space and on the south wall of the woodshop near the door. Please help make sure that the space in front of these kits stays clear of projects and debris.

### ***Fire Extinguishers***

There are three (3) fire extinguishers hanging at strategic locations throughout the space. These will be pointed out during your orientation. Fire extinguishers must not be blocked for any reason. Additionally there is a Halotron fire extinguisher located in the Digital Fabrication area for use with the laser cutter and a fire extinguisher located on the blacksmith forge.

### ***Eye Wash Station***

An eye wash station is located on the common area first aid station.

### ***Personal Protective Equipment***

Safety glasses are required at all times in the wood and metal shop areas. Hearing protection is also strongly encouraged, especially in the wood shop area.

LMN maintains a stock of safety glasses and hearing protection for members and guests to use, but you are *strongly encouraged* to purchase and maintain your own PPE.



**PPE beyond safety glasses and hearing protection (dust masks, gloves, etc) are the responsibility of the individual member, and should be used whenever a process necessitates their use.**

## ***Air Conditioning and Heating***

The thermostat for the space is located on the red column in the common area. You are welcome to set the temperature to a comfortable setting. Please remember that setting the thermostat to a higher or lower setting than desired will not make it cool or heat any faster. Just set it to the desired temperature--it'll get there as fast as it can.

*When leaving, please remember to press "Cancel" on the thermostat to reset it to its scheduled program and keep the heat or AC from running when the space is empty.*

The thermostat can be controlled via Wifi, so if you have a group meeting or event, just let a staff person know and we can set the thermostat in advance of your meeting (if needed).

## ***Lights***

Most of the lights in the common area on controlled by the light switch next to the entrance door. Lights in the metal area are switched individually on pull chains. The wood shop lights have their own switch located next to the south door to the woodshop. Both the main area and the woodshop have safety bulbs that are always lit, located near the ceiling.

When leaving the space, please be sure to turn off all lights, including those on pull-chains. Also, save someone else the trouble and turn off lights in areas that you're done using.

## ***Soda / Coffee / Bottled Water***

Soda, coffee (K-cups) and bottled water are available in the kitchenette. You may either contribute to the soda / K-cup fund by dropping cash in the bin, or just replace what you consume (just like any other consumable at the space!)

## ***Printers and Computers***

The computers in the design area are available for members to use. Lists of installed software should be located near the computer. Please do not install additional software without consulting a staff person first! Computers are also subject to being wiped and reimaged at any time. **Backup your files and don't assume that they will remain on the computers!**

Printers are also available for *occasional* use by members. We do not charge per page for printing, so please do not print your next manifesto. Information on connecting to the printers is located in front of each printer.

## ***Wi-Fi / Internet Access***

Wi-Fi is available everywhere in the space.

Live streaming (Twitch, YouTube, Facebook Live, etc) and similar activity is permitted as long as the activity does not impede other members use of the network (bandwidth hogging) and streamers respect the privacy preferences and activities of other members. (You can't ask someone to leave an area so that you may live stream.)

## Locking Up

If you are the last to leave the space, **you** are responsible for locking up before leaving.

### **Check that:**

1. All windows are closed and locked.
2. “Cancel” has been pressed on the thermostat.
3. All lights have been turned off (including those on pull-chains).
4. **BOTH** doors (Outside door and suite door) are closed and locked.



In the event that you are not able to complete some aspect of the locking up process. You **must** contact a staff person for help before leaving the space, particularly in the event the space cannot be secured.

Use the front desk phone to dial 999 for help.

## GETTING INVOLVED

In addition to checkout classes, which are offered for free to members and focus primarily on the safe usage of the equipment, LMN also runs classes for members and the general public on more involved maker topics. These classes can range from a few hours to multiple sessions depending on the scope of the topic. Members generally receive a discounted price on registration.

### *Hosting a Class*

Education is a core component of LMN's mission and we're always looking for new classes, instructors, and teaching assistants (TAs). Email [education@lansingmakersnetwork.org](mailto:education@lansingmakersnetwork.org) to get the process started. Even if you just have an idea for a

class, let us know! We can help you shape your idea into a class and will help figure out all of the logistics (and handle registration through Eventbrite).

For liability and insurance reasons, all classes offered at the makerspace must be endorsed by LMN and offered through our official channels. Private, for-hire instruction may be considered on a case-by-case basis, but must be approved in advance.

## ***Becoming a Checkout Instructor***

Checkout instructors are volunteers who teach our checkout classes. Becoming a checkout instructor is a great way to get started teaching at the makerspace. Follow the process below to become a checkout instructor for an individual checkout class.

1. Take the checkout class as a student (or already be checked out on the tool). If it has been a long time since you were checked out, you should take the checkout class again as a refresher.
2. Ask a current instructor to be your mentor and arrange a time with your mentor to shadow their checkout class. You'll meet with them ahead of time as well to discuss the ins-and-outs of teaching the particular tool.
3. Arrange with your mentor to teach your first checkout class this time with the mentor shadowing you. Your mentor will provide feedback on your class and decide if you're ready to teach the checkout class on your own.
4. Once your mentor gives the OK, you can host your own checkout class. Any checkout classes you host should be announced on Talk.

## ***Volunteering***

Trade your volunteer hours for a reduced price membership! Volunteers help staff open hours, work on

projects around the makerspace, staff events and more. If you have a particular skill or talent you'd like to offer, we'd love to hear from you. Whatever your interest, contact us at [volunteer@lansingmakersnetwork.org](mailto:volunteer@lansingmakersnetwork.org)



# HARASSMENT POLICY

Lansing Makers Network is dedicated to providing a harassment-free experience for everyone. We do not tolerate harassment in any form. Sexual language and imagery is not appropriate for any LMN activity. Members or visitors violating these rules may be sanctioned or expelled from LMN at the discretion of the Board of Directors.

Harassment includes offensive verbal comments, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of member activities or other events, inappropriate physical contact, and unwelcome sexual attention. Anyone asked to stop harassing behavior is expected to comply immediately.

If a participant engages in harassing behavior, the Board of Directors may take any action they deem appropriate, including warning the offender or expulsion from LMN. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a [board member or officer immediately](#).

Board members and officers will be happy to help participants contact local law enforcement or otherwise assist those experiencing harassment to feel safe for the duration of their time at Lansing Makers Network. We value your attendance.

We expect participants to follow these rules at all LMN venues and LMN-related social events

# ***PRIVACY POLICY***

As a non-profit, much of the organizational details of LMN are freely available. However, LMN recognizes that personal and sensitive information regarding our members must be kept private.

## **What information does LMN collect?**

LMN collects and retains information related to administering your membership. This information may include things such as:

- full name;
- street address;
- phone numbers;
- emergency contacts;
- email addresses; and
- any financial data needed to process your membership dues or donations.

## **How does LMN use my information?**

LMN may use your information:

- to administer your membership;
- to communicate important information to you about the organization;
- to help improve the services the organization can offer; and
- to satisfy our reporting requirements as a tax-exempt organization.

## **How does LMN protect my information?**

Access to member's personal and/or sensitive information is limited to only those individuals who require it to perform the

above-mentioned functions. All other access is strictly prohibited. The information may be stored in physical or electronic form. In either case, appropriate measures will be taken to prevent unauthorized access.

### **Does LMN share my information with third parties?**

LMN will not ever sell or rent your information to a third party. LMN also will not share your information with a third party except under the circumstances outlined in this policy.

Specifically, LMN may share information:

- with vendors, consultants, and other service providers who are engaged by or working with us and who need access to such information to carry out their work for us;
- when you give us your consent to do so, including if we notify you that the information you provide will be shared in a particular manner and you provide such information;
- when we believe in good faith that we are lawfully authorized or required to do so or that doing so is reasonably necessary or appropriate to comply with the law or legal processes or to respond to lawful requests, claims or legal authorities, including responding to lawful subpoenas, warrants, or court orders;
- when we believe in good faith that doing so is reasonably necessary or appropriate to respond to claims or to protect the rights, property, or safety of LMN, our members, our employees, our volunteers, copyright owners, third parties or the public, including without limitation to protect such parties from fraudulent, abusive, inappropriate, or unlawful activity; and

- to enforce or apply this Policy or our other policies or agreements.

Directors and operational staff are expressly prohibited from sharing your information with a third party except as outlined in this policy. **This includes providing your information to other members of the organization.** Except where we are prohibited by law to do so, LMN will notify you of any release of your information to a third party.

### **Your responsibility for protecting your information**

Although LMN is committed to protecting your privacy, please realize that you have a personal responsibility as well to protect your information. It is up to you to determine the level of privacy you would like to maintain regarding your personal information. For example: sending email to our mailing list may expose your email address for others to find, as well as potentially exposing your full name. You could mitigate this risk by using a separate email address and configuring your mail client to send only your first name.

