



**DOWNTOWN LIBRARY**  
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

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Date: September 14, 2020  
To: RCPL Board of Trustees  
From: Judy Sneller, Policy Committee Vice Chair  
Re: Fabrication Policy

Date: September 8, 2020  
To: Judy Sneller, Policy Committee Vice Chair  
From: Sean Minkel, Assistant Library Director  
Re: Fabrication Policy

**Motion:** Move to approve updates to the Fabrication Policy as presented.

**Background:** The fabrication policy describes the purpose, priority and rules regarding the use of the library's makerspace fabrication equipment such as 3D printers, laser engravers, vinyl cutters, large format printers and various tools. The collection of equipment and services is expected to change as technology and patron expectations evolve.

The primary change to the policy is intended to clarify that the library may refuse not only fabrication requests, but also the use of equipment itself. This type of refusal is expected to be rare, but would occur when patrons use the equipment in a dangerous manner or with consumables that might damage library equipment.

Additionally, a section was added to indicate that makerspace fees shall be posted in the makerspace. This is intended to ensure that patrons are informed of any costs when using library materials and equipment.