

Ilmenau University of Technology | University Library Makerspace@UB |

Responsible contact person:

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Principles during work in the Makerspace@UB

General

- You may only use the Makerspace@UB while you are working on your sewing, embroidery or quilting project.
- A valid library card is required to use the Makerspace@UB.
- Access to the Makerspace@UB outside of events is only possible by booking one of the machines. Passing on the key to third parties is not permitted.
- The same rules of use apply in the Makerspace@UB as in the entire university library, i.e. no jackets and bags, drinks in lockable containers, no alcohol consumption, no food, no smoking. Drinks must be placed at a safe distance from the machines.
- Outside of events, no more than 6 people may be in the Makerspace@UB at the same time.
- The room must be left tidy and swept clean. In the event of soiling, you can obtain cloths and cleaning agents from the service desk.
- The instructions of the library staff or the persons leading the event must be followed.

Use of existing machines

- The prerequisite for using the machines is the respective equipment license. This is noted in the library account and checked when the machine is booked.
- The equipment operator's license contains safety instructions for the use of the respective machine. These must be observed each time the machine is used.
- The machines may only be used with the accessories provided. These can be borrowed from the service desk.
- When using the machines, the door to the reading room must be closed. For security reasons, the door must not be locked from the inside.
- Each use must be noted in the operating log of the respective machine. For data protection reasons, the library number rather than the name must be recorded. Damage to or defects in the machines must also be reported immediately to the service desk.
- Any repair and maintenance work on the machines may only be carried out by trained personnel.

Injuries, accidents

- Injuries or accidents must be reported immediately at the service counter and will be documented there.
- The first aid kit is located in the Makerspace@UB next to the door. There is an AED device and other first aid materials in the foyer of the University Library.
- Long hair, loose clothing and scarves or neckerchiefs can get caught in the machines and cause injury or damage to the machine.
- There is a telephone in the Makerspace@UB that is directly connected to the service counter. This can be used if necessary, but especially in emergencies.

Fire protection and escape routes

- Open fires are prohibited.
- The path to the door must be kept clear at all times and the door must not be locked from the inside.
- Fire extinguishers are located in the Makerspace@UB and in the reading room, please inform yourself about the location of these devices.
- The Leibniz Building has an automatic fire alarm system and manual call points. Willful triggering of the alarm without a valid reason will be punished.
- In the event of a fire in the building, the use of the elevator is strictly prohibited. The building must be exited via the nearest escape route. The assembly point is located above the main entrance to the University Library in the parking lot.

Emergency numbers:

Police: 110

Fire department / rescue service: 112

Security and locking service: 1756 (university-internal)