MEMBER HANDBOOK

DALLAS MAKERSPACE

This booklet was written and designed by volunteers at the Dallas Makerspace.

Updated January 7th 2017

MAKE • EDUCATE • INSPIRE

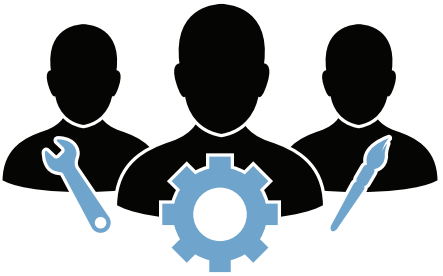


Welcome to the wonderful world of making! We know you'll come to love this place as much as we do. First and foremost, this place is about the members (e.g., you, the writers of this handbook, and every person you see at the Dallas Makerspace). We're all members, just like you, not to mention the ~~workforce~~ volunteerforce that runs this place. Because we don't have any employees, we rely heavily on our community to keep things running. A new member you can choose to be involved as much or as little as you'd like.

The Dallas Makerspace has been around since late 2010 when several members of the Dallas Personal Robotics Group decided they wanted a physical location where they could expand their capabilities. We're incredibly grateful for all of the people that have brought us to where we are now but it's all about what YOU will make of it. DMS is going to be a different organization a year from now because of what you choose to do with it. We can't wait to see what the future holds.

We hope you'll jump right in with all of the stellar ideas we know you have and start making. Please remember to clean up after yourself.

BE EXCELLENT



You might hear this a lot. Be Excellent. It's a catch all rule that basically comes down to this. Be the best member you can be. Here are examples:

Respect other members.

Come in clean and clothed.

Clean up after yourself.

Leave work areas better than you found them.

Disagree with a storage rule?
Come to the appropriate meeting to give feedback.

See someone confused about using a tool?
Ask if they need help.

Confused about using a tool?
Ask for help.

Don't sleep here!

STRUCTURE



Now that you have become involved with the Dallas Makerspace you may ask how we're structured. We have five board of directors that are elected every April. They have overall spending authority and are the only ones that can sign contracts on behalf of DMS. As you walk around DMS you will see different areas of interest (e.g., Electronics, Creative Arts, 3D Fab). These are called committees. Each committee has a chairperson that is appointed every six months. That chairperson is in charge of spearheading the direction of the committee (scheduling committee meetings, deciding on how committee funds are spent, etc.)

But even as a member you can have your voice heard. Once you have been a regular member for three months you are eligible to vote. Simply email accounts@dallasmakerspace.org from the same email associated with your billing account requesting voting rights. (See page 6 for more info.) Household add-on members are not eligible.

Helpdesk will then grant you voting rights that you can use at member meetings and board member elections.

Member Meetings are another great avenue to get involved and introduced to other members. If you have any issues that you think should be brought up in front of the membership, the Member Meeting is the place to do that. The community is what really makes the Dallas Makerspace the wonderful place that it is.

TRAINING/USAGE & PAYMENT



We know you're excited to start making but some of our tools require training before use. These include (but not limited to):

- Laser cutters
- 3D printers
- All tools in the Woodshop.
- Multicam CNC Router (training cost)
- The Haas Mill (training cost)
- Welding equipment
- 3D Scanner
- Sony RX10 Digital Camera
- Leatherworking Tools
- Drum Carder & Spinning Wheel
- Automotive lift (training cost)
- Kilns
- Rolling mill
- Wide format printer
- Vinyl cutter
- Embroidery/serger/sewing machines
- Plasma Cutter
- Shapeoko
- Dye Sublimation Printer
- Air Brushes

We try to offer classes that are required for tool usage as often as possible, but please understand that our volunteer teachers are not on a specific schedule.

Some of our tools also require a fee to use. This could be because the life of the tool degrades over time or it has a consumable. The list below is subject to change so always check signage around the tool before using it.

Lasers - $1 for every 5 minutes of cut time, always rounded up.
Wide format printer - $2/linear foot of photo paper and $5/linear foot of photo canvas.
Vinyl cutter - Free if you bring your own vinyl, otherwise it is $2/linear foot.
3D printers - Free if you bring your own filament, but if you use DMS provided filament it is $0.10/gram.

STORAGE

Great, you've got a project you're working on. Now what to do with it? DMS is not a storage facility, but we know your innovative undertaking may require a little more time and we'll accommodate members as much as possible while they work on their projects.

PROJECT STORAGE

To accommodate all of the cool projects our 1,000+ members are making we have some pretty strict storage rules. If not followed, projects and materials will be considered abandoned.

Our hardworking Logistics Committee writes, enforces, and updates storage policies so be sure to check the back of storage cards located in project storage areas for a full list of rules.

Projects can only be stored in the designated project storage areas. Projects are up for review on the first Saturday of every month whether you started storing it a month before or a day before.

Firearms, gunpowder, primers, and assembled ammunition cannot be stored.

PERSONAL STORAGE

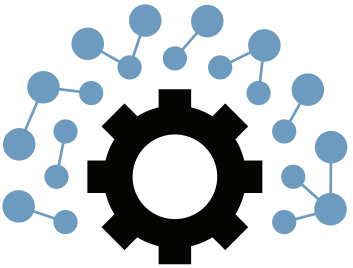
All members are eligible for a bin in the personal storage area for a one-time fee. Unlike project storage, personal storage does not change. Once you've paid for a bin and space, you can store whatever fits for as long as you'd like. Bins must have an official label and the process to get an official label is listed on the envelopes near the bins. If your membership lapses (oh no!), your bin is subject to removal.

LARGE ITEM STORAGE

Storing items in other areas of the workshop is generally limited to 48 hours. Let us know whose stuff it is! Filling out and attaching a project storage card is required in all cases.

Anything that does not fit on a shelf and you plan on storing at the space for over 48 hours must have prior approval from *logistics@dallasmakerspace.org.*

LOGIN/ELECTRONIC RESOURCES



WIFI is available to members and guests. DMS enjoys a 500Mbps symmetrical internet connection, and the easiest way to take advantage of this connection is by using a WIFI connection via a laptop or phone. Please do not engage in illegal internet activities that might put our connection at risk.

We have three separate WIFI connections.
• DMS Member uses the password "dms--109238" (no quotes).
• DMS Members uses your billing account credentials.
• A guest network is available and redirects to a captive portal page, where guests must accept a usage policy.

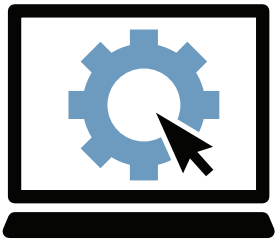
BILLING SYSTEM
The billing system can be accessed at: *dallas.ms/accounts*

All Dallas Makerspace billing is done via recurring transactions that you're free to cancel at any time. The billing system is also configured to create a network account used for other purposes. The billing system is used to reset the passwords on both of these accounts.

JUMP SERVER
The Dallas Makerspace has a server that members can access via Remote Desktop to run certain applications. More information at:
dallas.ms/wiki/JumpServerFAQ

VOTING RIGHTS
All regular members can request voting rights after 90 days of membership by sending an email to accounts@dallasmakerspace.org from the email registered to their account.

ONLINE RESOURCES



FORUM

Our forum can be found at http://talk.dallasmakerspace.org, and uses its own credentials system (not tied to the network account). It is one of the best ways of communicating with other members and a great way to see if there's interest in a class you're thinking about teaching or ask for advice on a project.

REPORTING A PROBLEM

Go to the forum at talk.dallasmakerspace.org. Click on Categories and scroll down to find the "Issues and Requests" category. Once There click the "New Topic" button. The text field for your post will pop up with a template that you should fill out. Please provide as much information as possible.

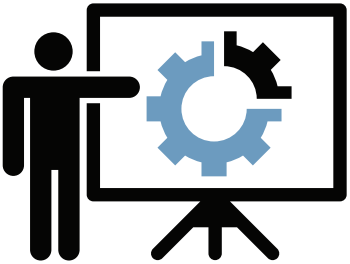
WIKI

A large amount of information relevant to DMS can be found in our wiki, located at dallas.ms/wiki. Any member can edit the wiki by logging in with their network account. Can't find the page you're looking for? Someone else is probably going to have that same problem in the future, so feel free to make it. (Look how much making you're doing already!)

INTERPERSONAL ISSUES

At DMS we want to foster an environment that will help others grow and learn about the exciting projects originating from the maker community in Dallas and beyond. Undoubtedly differences of opinions will arise. We have smart, passionate members with big personalities and conflicts can arise. We're all adults. Please speak in a respectful way to the member you have an issue with and we're sure you can work things out. But if you can't, you can email admin@dallasmakerspace.org and board members will help you.

EVENTS & CLASSES



TAKING A CLASS

In order to keep track of what's going on at DMS, you'll want to regularly check the calendar located at ***calendar.dallasmakerspace.org***, which lists all scheduled classes and events.

TEACHING CLASSES

We know you have lots of makery skills you want to share with others so how about teaching a class? Head over the calender page at ***calendar.dallasmakerspace.org*** then hit the Add Event button at the top and enter the required information about your class or event. It will be submitted for review and added to our calendar in 48 hours.

HONORARIUM

You can also be paid an honorarium for teaching classes. The honorarium system pays $50 to the instructor and $50 to the committee of your choice. Optionally, you can donate the instructor fee to the committee as well. Special rules apply. Please see ***dallas.ms/teach/*** for more details.

MISCELLANEOUS

HOURS AND GUESTS

You're in luck! DMS is available 24 hours a day 7 days a week to all members. You may want to bring a guest with you, and that's OK, but please follow these rules. Your guest must sign a waiver to enter the space, just like you did your first time at DMS and they are not allowed to use any of the power tools. If your guest is a minor, their legal guardian must sign their waiver. If the minor is under 16 they MUST be under continuous supervision by their legal guardian. Sorry but we don't allow any pets at DMS. Unless they're pet robots. Please bring your pet robots. PLEASE.

DONATIONS

If you have some tools or equipment that you think a committee at DMS could use, your first step should be contacting the committee in question. Make sure they want what you're offering since it will probably take up space in that area. Once you have approval, feel free to bring it in. If you'd like a receipt for your donation for tax purposes, contact *admin@dallasmakerspace.org.*

If you have other items that might not be particularly useful, but could be broken down for parts, feel free to place them on our Donations Shelf in the warehouse. Items on that shelf are free for anyone to take. Your donations MUST physically fit on the shelf. We do not accept paint or anything that can't be disposed of in the dumpster. Or CRT monitors. No one wants your CRT monitors.

LOST AND FOUND

Lost something? It might be in our Lost and Found located in the Main Common Room. Found something? Please place it in the Lost and Found and label it with the date it was found.

SNACKS

DMS contracts with Parks Pantry to provide drinks and snacks for our members. All items are purchased through the Parks Pantry kiosk. Items can be purchased via credit/debit card or using a Parks Pantry rechargeable barcode card. While these cards can be charged with cash, it's important to realize the kiosk doesn't take cash to pay for items. Using the barcode card gives a bonus of $1.00 credit per $20.00.