

Tom Love Innovation Hub Fabrication Lab Policies & Procedures

The following provide the general policies and procedures all Fabrication Lab users must follow. Use of any equipment provided by the Fabrication Lab will serve as an acknowledgment that I have read and agree to the following policies and procedures.

Policies

- I will use all equipment and materials for the purposes of prototyping and experimentation, not for mass production.
- I will respect the work of other creators and not manipulate other projects or materials that are not my own.
- I will maintain respect for the machinery and equipment provided to me, and I will use them safely.
- I will accept full responsibility for any injury I sustain here, and I acknowledge that the University of Oklahoma has done everything within its power to ensure my safety.
- I will adhere to the policies and procedures the University of Oklahoma has provided for using the Fabrication Lab and its equipment regarding intellectual property, safety and community.
- I will respect the authority of the Tom Love Innovation Hub staff and its student employees. I will do as instructed and act accordingly when asked.
- I will ensure my workspace is clean after my use. I acknowledge that a clean environment ensures safety.
- I will immediately notify the appropriate individual if I break, harm or otherwise damage any equipment.
- I will use my time appropriately and consider the needs of others when using any equipment.
- I will consent to the Tom Love Innovation Hub staff taking photographs and video of me, which I acknowledge that the Tom Love Innovation Hub may use for promotional purposes.
- I will be an advocate for the Tom Love Innovation Hub and contribute in bringing positive attention to it and its programs.

Procedures

- All users must sign in and out of the Fabrication Lab before and after use of any equipment.
- All users must sign and submit a waiver of liability before using any equipment.
- The Fabrication Lab does provide some materials for sale, but all users must procure their own materials.
- All users must obtain the necessary certification, if applicable, before using equipment.