

Introduction

Fab Lab Limerick is very grateful to the community of makers that have been supporting us for the past two years. We realise that the community is full of individuals willing to share their unique skills and abilities. For this reason we have created an official volunteer system so that individuals can be rewarded for their generosity. The Volunteer system has been created to be mutually beneficial for both the Volunteer and the space, and your feedback is very welcome.

This document aims to clearly define what it means to be a volunteer at Fab Lab Limerick. Volunteers duties and privileges are explained in the following pages.

A volunteer is a person who is not staff but gets some non-financial benefits from the Fab Lab in return for their help on specific duties and general support. They must adhere to the open philosophy of the Fab Lab. Fab Lab staff hold the right to give an individual volunteer status or take it away at any stage. A volunteer may not use 'Fab Lab Limerick' title in any manner unless explicitly given permission by Fab Lab staff. A volunteer cannot order goods under Fab Lab name or charge anything to Fab Lab accounts unless explicitly given permission by Fab Lab staff.

This document and Volunteer rates and rules will be changed by Fab Lab staff as the system evolves.

Privileges

-Use of space outside regular hours. Regular hours are 9am to 5pm, Monday to Friday, and late opening on Thursday 7.30pm to 9.30pm. Outside of these hours, and specific events/courses, you must be a volunteer or staff to use the Fab Lab space. When using the space outside of regular hours, you are responsible for it. Leave it in a clean and tidy manner. Be familiar with first aid stations, fire procedures and fire exit strategies. You must be fully competent and familiar with the equipment before you are permitted to use it outside of regular hours.

Machine Competency is judged by Fab Lab staff. You must attend the relevant training classes and practice during regular opening hours. You will need to be able to demonstrate that you understand the machine and its dangers fully before you will be deemed competent.

-Use of machines outside regular opening hours. This is a huge privilege and must not be abused. Any faults or damage on machines must be properly documented and staff must be informed by email as soon as possible; machines cannot be repaired unless the fault is clearly explained. Machines will be repaired during normal opening hours. General assistance from staff is not available outside of regular opening hours unless it is pre organised and paid for. The 'buddy' system needs to be used; when using CNC router, timber cutting equipment or doing any high risk process, another person needs to be on the same floor as you. If your buddy is not a volunteer they must be there for the sole reason of safety; they are not permitted to use equipment. You can have one non volunteer buddy with you in the space but you are responsible for them. Volunteers will have to sign a legal document stating that they are liable for any injuries caused while using equipment during these unsupervised periods. The space and machines must be left clean and tidy after use. For example, if the extraction or Hoover needs emptying, volunteer must do so. All tools must be left in their appropriate place.

-6 free machine credits. Every month of Volunteering status will earn you 6 free credits for use with any machine.

-One small free shelf in Fab Lab to put materials etc onto. Shelf must be kept tidy and presentable. Volunteers can get extra shelves but they must pay for them.

-Discounted Classes. A volunteer can sign up to any of Fab Lab Limerick's classes at student rate.

Responsibilities & Duties

-Volunteers must give time and expertise to help with Fab Lab general duties and promotion of Fab Lab. You need to be friendly towards others visiting and using the space. All Volunteers must be able to communicate Fab Lab Limerick's origins and philosophy correctly:

"Fab Labs are a global network of local laboratories, enabling invention by providing access to tools for digital fabrication like 3D printers, laser cutters, CNC milling machines, CNC Routers and more.

Fab Lab Limerick is part of the School of Architecture (SA UL) and is a place for makers in Limerick city. Fab Lab Limerick started in 2012 as an elective course titled "Open Source for Digital Fabrication", part of SA UL elective programme. In the course, undergraduate students built open source 3D printers, CNC routers and laser cutters. In 2014, Fab Lab Limerick opened its doors to the public in a city centre location. Since then, Fab Lab Limerick has evolved into a full digital fabrication laboratory which offers cultural, educational and research programmes on digital fabrication. Fab Lab Limerick aims to bridge the gap between these technologies and makers from all disciplines."

-Each Volunteer must keep record of the hours they volunteer to Fab Lab and share these hours with Fab Lab staff. Different types of duties are weighted differently.

-One months Volunteering status can be attained by doing any of the following:

*Eight hours general labour: General Fab Lab duties, tidying, designing, making, tours, promotion

*Four hours tutoring: One to one tutorials or group introductions to space.

*Two hours teaching: eg teaching two hours of a software class.

All volunteering work must be agreed with Fab Lab staff before it commences.

-A minimum commitment of 3 months volunteering is needed before Volunteer status will be awarded.

-Note: If you have not done your Volunteering hours you will not get Volunteering privileges and you must hand your keys to Fab Lab Staff.

Added Extras

-Credit on the machines can be built up by doing extra hours for Fab Lab Limerick. You must have full Volunteering status before you can start earning machine credit. Therefore you need to do eight hours labour, four hours tutoring or two hours teaching to gain volunteering status. Once you have fulfilled your volunteering hour quota, you can work extra hours to gain credit on the machine.

A Volunteer can earn machine credits at the following rates:

	Credits/hour
Labour	1.5
Tutoring	3
Teaching	6

A Volunteer can spend machine credits at the following rates:

	Lasersaur (cre/hr)	Trotec (cre/hr)	3D Printer (cre/hr)	CNC Router (cre/hr)
Student	3	5	1	4
Non-Commercial	5	7.5	1.5	6
Commercial	7	10	2	8

Note: Machine Credit earned through 'extra hours' work can only be spent outside of normal opening hours.

Example

John is a Volunteer at Fab Lab Limerick

John works 10 hours general labour on an agreed project for Fab Lab Limerick in February.

John retains his volunteering status for March with the first 8 hours of labour.

John gets 6 machine credits with his volunteering status.

John turns his two extra hours into machine credits (3 credits).

John uses his 3 machine credits from his extra hours and his 6 machine credits from his volunteering status and converts them to 1.5 hours non commercial on the Shopbot CNC router on Saturday.

Volunteers Document

Revision 0.3 Jan 2016



I hereby agree to abide by the above guidelines, to use the facilities at Fab Lab Limerick in a safe and responsible manner within the principles set out in this preceding document.

Signed by the Volunteer: _____

Date: _____

Signed by Fab Lab staff: _____

Date: _____