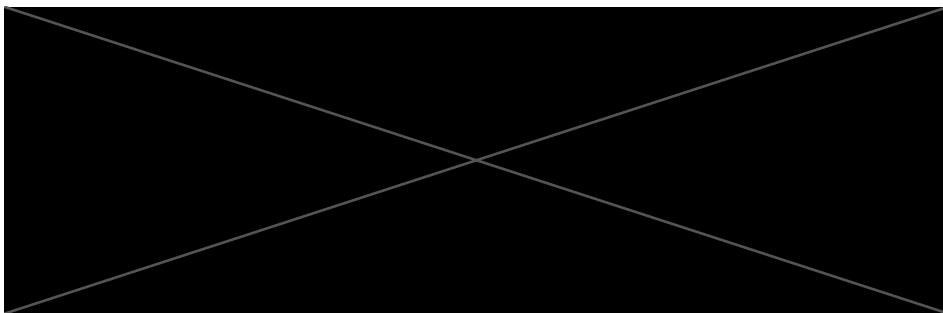
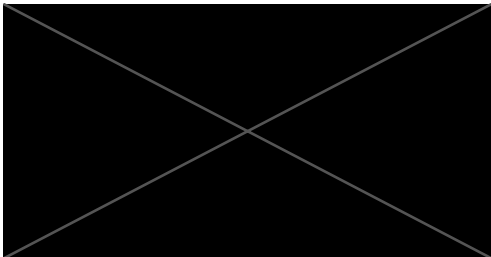
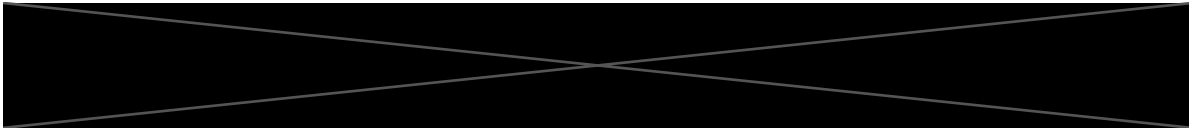


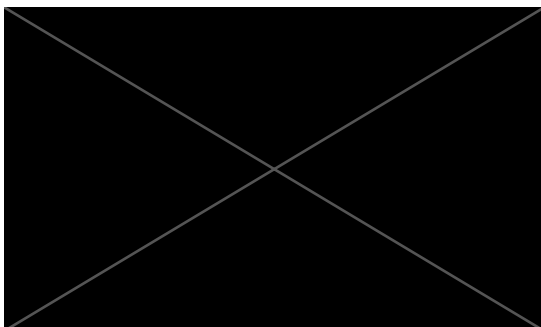
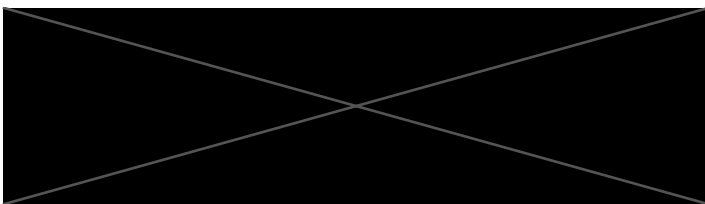
## **Makerspace Ambassador**

**iMacs central room**



**Reality Capture**

[fsayre@tru.ca](mailto:fsayre@tru.ca)



# Makerspace Ambassador FAQ

## Ambassador Responsibilities

- Give tours of the Makerspace to new users and small groups
- Help users get started with technologies. E.G.
  - o Assign 3D printers and approve prints based on our rules and guidelines
  - o Set new users up doing to 3D token tutorial
  - o Help users get set up in VR/ show them the VR tutorial
  - o Help users find information, tutorials, guides on our website
- Keeping statistics using the stats sheet
- Helping Makerspace Staff as requested

## Behaviour in the Space

- Sit facing the door so you can see and always be mindful of people coming into the space.
- Greet people quickly and in a friendly way. Let them know you are a Makerspace Ambassador and can answer any questions they have. Ask if they've been to the makerspace before and if they want a tour.
- When here as an Ambassador you are working and representing TRU, the Library and the Makerspace. Be kind and follow our Code of Conduct.
- Don't work on personal projects, homework, or take phone calls, etc.
- Don't give preferential treatment to friends.
- When here on personal time follow all the same rules we ask everyone else to follow. We want you to use the space for your own things! We just need to treat everyone equal.

## Recording Stats

- Each interaction involving you assisting a student/answering questions counts as one ref stat.
- Add a tick to the corresponding technology the interaction involved.
- Only 1 tick per interaction, not per questions asked

## Learning Technology

- You are not expected to be an expert in the technologies we offer! We do want you to be familiar with the basics because it will help you tell users about the space and because it's part of the fun of working here!
- See Makerspace Bingo for full list, but focus on 3D printing, Button Maker, Cricut, VR, Sewing

## Giving Tours

Each tour is going to be unique. How much time do they seem to have? Are they students, staff, faculty? Do they have a specific interest?

You don't need to go through everything with everyone. Depending on the questions above, tours can be anywhere from 1-5 minutes and on occasion longer if they seem interested.

## What is the TRU Library Makerspace?

- A place for all current TRU students, staff, and faculty.
  - o Unfortunately, we are not set up for community users, alumni, family members of students, etc.
- A place for hands-on, learning through doing.
  - o We can help troubleshoot and get you started, but the purpose of the makerspace is that you learn through doing
- A place for working on personal projects, class assignments, experimental ideas, student club activities, and anything else you can imagine

- A place for experimenting and trying new things!
  - o Expect things will go wrong! That is okay!

#### How does the TRU Library Makerspace Work?

- No costs. We supply basic materials for learning and projects but please be conscious of use of materials and impact on others.
- Open 10-4 Monday through Friday
- What are our values?
  - o Equitable Access
  - o Belonging
  - o Community
  - o Indigenization
  - o Sustainability and Critical Making
- These values as well as a description of our program and pedagogies are on a poster near the main entrance to the Makerspace.
- We also have a code of conduct that is on our website and is a poster in the Makerspace.
- Website and Instagram (@TRUMakerspace) are best places for updates on Makerspace

#### What we have

Don't worry about going into details during tours. They are a quick overview of the space. If there is lots of interest in a certain technology then can go into more details.

- Main room is for working on projects
  - o Computers
  - o Tabletop 3D scanner (mention we have a handheld one too)
  - o Cricut
  - o Button maker
- VR room (bookable)

- Recording room (bookable)
  - Mention we have lendable media equipment
- Community Fabric Stash: Donation-based free materials for projects and learning
- Textile room
  - Sewing machines (2 lendable)
  - Embroidery machines
  - Serger
  - Fabric, thread, sewing notions (all free to use)
- Flex room
  - Meetings and small group work
- Print room
  - 3D printers
  - If interest, examples of materials to print with
  - Show guidelines poster (don't need to read over)
- Main room again
  - Mention we have lendable books and technology
    - Raspberry Pi and Arduino kits and components
    - Cameras
    - Microphones and recorders
    - Educational robotics
    - Tool Library

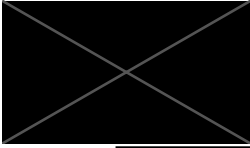
## Emergency Contacts

**If there is an emergency let the Makerspace Staff know. If for some reason they are not available:**



**(First aid)**





Cell:



n if Frank is away

