



This worksheet can be useful when presenting your ideas and explaining the concept of a makerspace to your Board, staff & volunteers, the Community, collaborators, and the sources of your funding.

A. Where do you want your imagination to take you?

- 1.
- 2.
- 3.
- 4.
- 5.

B. What are the perceived obstacles to your makerspace?

- 1.
- 2.
- 3.
- 4.
- 5.

C. How does a makerspace fit into your mission (review your mission statement)?



D. What are the hidden talents of your staff and volunteers?

Employee 1:

Employee 2:

Employee 3:

Employee 4:

Employee 5:

E. What are your library users and community asking for (or not)? What collections / furniture / spaces / staff aren't being used to their full potential?

- 1.
- 2.
- 3.
- 4.
- 5.

F. How can you reconfigure or rethink your space? Name 5 items that can be repurposed, disposed of, better organized, or spaces that are not being used to their full potential.

- 1.
- 2.
- 3.
- 4.
- 5.

G. What collaborative opportunities do you have in your community? How can you start a conversation?

- 1.
- 2.
- 3.
- 4.
- 5.



H. How do you want to present a makerspace to your Board? What words can you use to sell or advertise your makerspace? Think about your working relationships with your Board (as well as any other source of funding), their personal interests, and how you might inspire them and spark their curiosity.

- 1.
- 2.
- 3.
- 4.
- 5.

I. Where can you find funding locally or regionally?

- 1.
- 2.
- 3.
- 4.
- 5.

J. Look back at Question B on page 1. Having attended the workshop and answered the questions in this packet, how will you overcome the perceived obstacles that you listed previously?

- 1.
- 2.
- 3.
- 4.
- 5.

Benefits of a makerspace:

- Empowers
- Educates
- Collaboration
- Community Hub
- Community Building
- Accessibility
- Curiosity
- Energizes
- Free Programs
- Fosters hand skills
- Innovation
- Technology
- Invention
- Prepares employees for success in the workplace, etc.
- Intergenerational
- Lifelong Learning



How to Spend Economically and Populate Your Makerspace Wisely

- Do your research. Shop around. Read reviews. Ask those who have used the product. Ask for samples.
- Make sure that the tools you purchase will be useful to your Community, or be prepared to explain why you think these tools will be a valuable asset.
- Repurpose existing furniture. Put furniture and storage on casters.
- Purchase tools and supplies based on Community interest
- Purchase locally, when possible
- Address Health & Safety by having up-to-date policies in place. Talk to your attorney. Follow up with your insurance agent. Have first aid kits within reach of equipment. Perform safety training before users touch the equipment.

PROMOTION

- A. Give Presentations to organizations, industries, the schools, and anyone who agrees to meet with you. To whom can you present (e.g. the School Board, Rotary, etc.)?
Name five:
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- B. Send invitations and sponsor events.
- C. Advertise wherever and whenever possible. Be careful, though... Ask for a final read through, in case the concept is misunderstood by the reporting agency.
- D. Have conversations inside and outside of the library. When a high school student mentions during afterschool theatre rehearsal that "We can print that prop on the 3-D printer at the



Library," believe me: *You will melt and your heart will swell three times its size.*

EMPHASIZE "COMMUNITY" DURING EVERY CONVERSATION.

TO DO List

1. **Think beyond the outside of that proverbial box.** Put that old, overused box right out in the recycling.
2. **Be brave.** Just because it hasn't been done before doesn't mean it can't be done.
3. **Create the environment.** Find a space in your library, whether it's a tabletop, a cart, or an entire room. Build the environment around that space so that it is supportive, fun, and intriguing to the community.
4. **Make MAKING your philosophy.** Eat, sleep and breathe Making. Be passionate. Incorporate Making wherever you can. Read non-fiction books during Preschool Story Hour. Let Making influence your Collection Development. Be prepared to give 110%, and beautiful things will happen.
5. **Make time.** Just as you are evaluating your space, staff, and funding, evaluate how you and/or your staff use their time. Is there something that can be delegated? Performed by a volunteer? Automated? Increase productivity by streamlining archaic methodologies or by eliminating unnecessary activities.
6. **You may already have a makerspace and not even realize it.** If you already have knitting, scrapbooking, arts and/or crafts, or cooking programs, you already have a makerspace. With two elements of STEAM, you are supporting STEM education. If you have a jewelry class and make beads with polymer clay, explain how the clay goes from a soft substance to a hard solid while baking in the oven. That's science, art and engineering! And if you don't know, google it! Check out www.thehomeschoolscientist.com for the how's and why's and for project ideas.
7. **Make yourself an invaluable resource.** Figure out what role you want to play within your library. If your plan is to integrate the school



curriculum, make the connection of library and makerspace very obvious to the school community. Be another entry point into a skills that are being taught in the classroom or workplace. Take teachers' lessons and grow upon them. Help the Boy and Girl Scouts earn their badges. Make learning more colorful and creative within the library by triggering different parts of students' brains. Make your library such a strong resource that the rest of the community finds that they don't know how they ever operated without your makerspace.

8. **There isn't a "right" list for what a makerspace should or should not be.** There are lists out there with suggestions for what a makerspace CAN include, but there is no "Right" list. What is best for your community is what is best for your makerspace. Every makerspace is different. Every staff's skill set is different. Play to your strengths and community's interests. Check out sites such as:
 - thedaringlibrarian.com
 - Diana Redina: *Renovated Learning* (renovatedlearning.com)
 - inventtolearn.com
9. **Know that you don't need to be an expert in these technologies.** Learn side-by-side with your library users.
10. **Teach what you are passionate about.** Love woodworking? Teach it. Love scrapbooking? Share it. Everyone knows someone who is passionate about something. Let them share their knowledge with your library users.
11. **Remove all preconceived notions of what you can and/or can't do as a Library.** You don't want to forget your history, but to stay relevant, you do need to grow and evolve. If the museum room has been the museum room for the past 26 years, but the doors are always locked or no one ever uses it, consider repurposing the space. Have a CAN DO attitude. Anything is possible!
12. **Be aware that not everyone is as open to change as you might be.** Plan ahead. Be prepared for resistance. Be compassionate. Clarity and communication are key.
13. **Talk with your Community. Ask:**
 - What are your needs and interests?
 - What are your special talents?
 - Would you be willing to co-teach a class or tutor your peers?



As Dale Dougherty, the founder of MAKE Magazine, stated, "The biggest challenge and the biggest opportunity for the maker movement is to transform education. My hope is that the agents of change will be the students themselves."

<https://llk.media.mit.edu/courses/readings/maker-mindset.pdf>

No matter our age or education, we are all students, learning and growing each and every day. Let us teach each other and manage parts of the makerspace. A makerspace can help community members feel empowered and that they are capable of achieving whatever their imaginations can create. It will help them learn what they truly care about, what intrigues them, what makes them curious.

14. **Listen to your community.** They will show the direction in which to grow. They will give you the personal success stories you will amass. These stories will substantiate the benefits of having a makerspace. What are their favorite books? Usually the ones they find themselves. Let them be drawn to what sparks their interests. Nurture those interests.
15. **Talk with your School.** Ask:
 - How can we assist with STEAM-related classes after hours?
 - Meet with the appropriate administrators and teachers.
16. **Talk amongst yourselves.** Ask:
 - How is our Library or community unique?
 - What secret talents, hobbies, and interests do we, as staff and volunteers, have?
17. **Assess the layout of your library with a critical eye.** Look at every square inch. Anything that is not permanently attached to the walls can be moved. Things that are attached to the walls can be moved.
18. **Assess which collections, objects, or furniture are not being used to their full potential.** Weed, relocate, or repurpose as necessary. Have a look at storage areas, and SIMPLIFY.
19. **Build your non-fiction collection.** Incorporate STEAM-related books and DVDS in your collection development, as appropriate for your individual library/community.



20. **Collaborate. Collaborate. Collaborate.** This will help you find volunteers to teach programming. Join with libraries for collaborative funding. Share tools and knowledge. Reach out to your local organizations for collaborative programming.
21. **Look for local funding opportunities first.** Grants may be available through your local organizations, industries, and/or Foundations, such as Rotary, Kiwanis, businesses that are based on science, technology, engineering, art, or math. Ask your community for donations of Legos, building sets, technologies, etc. Use old books to create paper objects.
22. **Look for grants aimed for women and girls in engineering and sciences.** These are a home run. There is money out there.
23. **Have conversations.** At the gas station. At the supermarket. At school events. All. The. Time. Here you will find volunteers, student interns, ideas, and inspiration.
24. **Start small, if necessary.** Consider starting your makerspace with a cart of technology. You can grow and evolve your makerspace as time and funding becomes available and as interest grows.

Finally, did I mention **HAVE CONVERSATIONS?**

The Phelps Community Memorial Library's STEAM Lab Makerspace User Agreement & Liability Waiver can be found at www.phelpslibrary.org.

Please feel free to contact me anytime:

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Or better yet, come for a visit!

Phelps Community Memorial Library

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