COPENHAGEN
FABLAB

SUPERUSER CHARTER

What is the Superuser Charter?

The Superuser Charter acts as a guide for volunteering at Copenhagen Fablab, Valby Kulturhus. The charter outlines the roles and responsibilities of the volunteers a.k.a Superusers and the facilitator, Copenhagen Fablab. Changes and additions can be added after achieving a general consensus between the Superusers.

By agreeing to sign the Charter, you will be showing support to the principles it sets out. As a volunteer, your active participation will ensure a spirit of partnership and respect among all Superusers and the Fablab.

Who developed the Superuser Charter?

The Charter has been drawn up in collaboration with the Superusers and Copenhagen Fablab.

Information about Copenhagen Fablab

Copenhagen Fablab is an open access and self-service tool workshop with machines to make (almost) anything. The intent is to be a welcoming, fun and creative open area. Copenhagen Fablab is situated in Valby Kulturhus which is a part of Kultur Syd and Kultur- og Fritidsforvaltningen - Københavns Kommune. The Fablab was established 9. January, 2013. Currently the Fablab can accommodate locked storage for 16 active Superusers.

Copenhagen Fablab opening times:
Monday - Sunday 07:00 - 23:00
* Important - Power shuts off 23:00 (and alarm turns on some time after)
Scan your yellow Health Insurance Card at the entrances if the doors are locked.
Closed only 31.December.
Valby Kulturhus operates on weekdays after 4 p.m. and on weekends - as a self-service house.
You can use your health service card to access the house.

Homepage, tools list and documenting projects
www.copenhagenfablab.dk

Fablab Facebook group, user communication, sharing relevant documents, announcing presence and events
https://www.facebook.com/groups/copenhagenfablab/

A part of Nordic Fablabs network
https://www.facebook.com/groups/281580542026634/

Address:
Valby Kulturhus
Valgårdsvej 4-8
2500 Valby

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How to become a Superuser?

- **WANT TO HELP**
  Superusers are members who want to contribute to a better Fablab. This means you also know and accept the Fablab Charter.
  http://fab.cba.mit.edu/about/charter/

- ~~ACTIVE USER~~
  ~~Wants to use the Fablab facilities at least a few times a month for their own projects.~~

- **FABLAB-SKILLS**
  Have Fablab related skills you would like to share (electronics, woodworking, sewing, CNC milling, laser cutting, etc.) if you do not have them yet, you need to earn a Badge from us first - have a look how to earn one

- **HOW TO EARN A BADGE**
  4 steps to earn a badge:
  1. Register as a user on copenhagenfablab.dk
  2. Learn to use the machines by attending machine open days to a level where you know the essentials and safety, basic troubleshooting and could help others with the basics
  3. Document at least one project with that machine on the homepage
  4. Once confident with a machine - get a recommendation from one Superuser who will then forward it to the Fablab staff and you'll get a Badge

  Currently you can collect the following badges:
  Laser cutter, 3D printer, X-Carve, Printmaking, Sewing machine, Vinyl cutter Roland (more will come)

- **APPLY OR DROP BY**
  Write to - liisa.fablab@gmail.com - and tell us how you would like to help out. If you want to know more you can also come to the "Monthly Superuser meeting" (see in the Calendar) or have a talk with a Superuser at one of the open days like "Laser open".

- **HAVE TIME**
  Have time and the willingness to volunteer at least 5 hours a month - minimum 3 hours shift + once a month 2 hour meeting on a Wednesday 6-8PM

- **GIVE INFO**
  Write description of skills here -
  https://docs.google.com/spreadsheets/d/17oArvF1qz3qI-fMkDMNBc_nc_K8ryGlBBcaiE6sQZRI/edit#gid=0

- **SIGN UP AND SHARE ON THE HOMEPAGE**
  Make an account on the homepage www.copenhagenfablab.dk and share files
  for every project. You can of course document on another platform as well - such as
  Instructables, YouMagine, Instagram etc - but share a link to it on the homepage as well
  and use tags like #copenhagenfablab #cphfablab.

- **SIGN CHARTER**
  Sign the last page and give to Liisa / Rasmus. It is a living document and changes will be
  notified and highlighted.

Superuser responsibilities

- **PRESENCE AND MAKE MACHINES AVAILABLE**
  Minimum once a month for 3 hours take a shift to make any of the locked equipment
  available or help out in any other way. A shift can be anything that benefits and
  strengthens the Fablab community - from hosting an open machine day for everybody or
  Badge owners, helping manage the homepage, doing a workshop on a specific skill or
  tool, fixing a machine or improving the facilities, representing Fablab at a local event etc.
  **If your volunteering is not a calendar event - remember to register your activity by
  taking pictures and sharing what you do in the Superuser-only Facebook group**
  which you will be invited to once you join the Superuser team. Tuesday and Thursday
  are the primary Superuser days to take a shift in the lab. **Try to announce at least one
  week ahead.** If any of does days doesn't suit you, you can choose an available time in
  the Superuser Calendar and write in the event headline **which machine(s) you plan to
  host and your name.** Fablab Calendar link -
  http://valby.copenhagenfablab.dk/copenhagen-fablab-calendar
  If possible try to announce every time in the comment section of the Fablab Facebook
  group that you are at the Fablab and what you can help with. If you host an activity it is
  best to make it as a *Facebook Event* so it is more visible. If you in the end cannot make
  it to an event that you arranged, try to ask if somebody else can host instead of
  cancelling first.
- **DO NOT SHARE CODES OR KEYS**
  If you are given a pincode or set of keys you are not allowed to share them with anybody
  other than the people who are current Superusers and have signed the Superuser
  Charter.
- **DOUBLE-THE-TIME SYSTEM**
  If possible, when you use the Fablab for 2 hours, try to volunteer for 2 hours (etc.)
- **HELP MAINTAIN AND DEVELOP THE FABLAB**
  If you get a good idea for improving the Fablab - don't hesitate to share it with other
  Superusers and make it happen.

- **ORGANIZE PROJECTS**
  Keep your projects organized and in the project box with your name on it or big materials in the basement in the Superuser cage.
- **SAFETY**
  Users are responsible for their own actions.
- **CHECK FACEBOOK**
  Help respond to people's comments on Facebook. This means having or making a Facebook account. Also, check messages frequently in the Superusers-only Facebook group.
- **PEER-REVIEWED**
  If the Fablab or Superuser benefits are misused in any way, the Superusers will in unison decide whether the member can continue as a Superuser.
- **MEET ONCE A MONTH**
  Attend monthly Superuser meetings and read meeting notes under *Files* in the Superuser FB group.

Copenhagen Fablab responsibilities
- **LOCKED STORAGE**
  Give Superusers access to locked storage space and a box to keep projects in.
- **LOCKED MACHINES**
  Give Superusers privileged access to locked machines.
- **IMPROVE SKILLS**
  Train Superusers and improve their skills.
- **MATERIALS**
  Provide materials for projects to improve the Fablab.
- **SAFETY**
  Fablab is responsible for providing safety equipment such as eye and ear protection and an emergency kit.
- **COFFEE / TEA**
  Place to make coffee and tea.

How to use the Fablab?
Applies to both the general public and Superusers.

- **NO COMMERCIAL PRODUCTION**
  Any of the items or design files you make in the Fablab cannot be for sale.
- **SHARE YOUR DESIGN FILES**
  You are required to share your designs and processes with other local and global Fablab users. You do that by documenting your project on our homepage or any other sharing platform, as long as it is linked somehow back to Copenhagen Fablab.
- **KEEP CLEAN AND MAINTAIN THE TOOLS**
  Help keep the Fablab clean - wipe the tables, sweep the floors after using the space. If

the machine or tool breaks, it is your responsibility to find a way to fix it - notify on Facebook or contact the staff and ask others for help fixing it etc.

- **KEEP TRACK OF PROJECTS (2 MONTHS)**
  Keep your projects organized - if you bring anything to the lab, put your name and date on it. If the project is unused and older than 2 months, we will donate it to public use or dispose of it. If it is a large scale project - ask permission from the staff first.
- **HELP OTHERS**
  Be nice, respectful and helpful towards others. Users of the Fablab should make time during their visit to also assist others who need help with getting familiar with the Fablab principles and how to use the machines.
- **BASEMENT ACCESS**
  Users are allowed to work in the basement alone after a Superuser/staff has opened the door. Only the Shopbot requires two people to operate at the same time (buddy-system).

Additional guidelines

- **CANNOT BOOK MACHINES FOR ONLY YOURSELF**
  Users cannot book the machines for themselves only. Only for an open workshop by announcing as a *Facebook Event.*
- **DONATED MACHINES**
  Same as it goes for projects and anything you bring into the lab - You have to put your name and date on it. If the things have not been used within 2 months - the person who brought them has to dispose of the machines.
- **PARKING**
  Parking is free 24/7 on the residential side of Valby Kulturhuset. On the parking lot on Toftegårds plads, parking is prohibited between 8 to 16 on weekdays and free the remaining hours of the day and on weekends.

By agreeing to sign the Charter, you will agree to the principles it sets out.

Please sign below:

Name	Date	Signature