3D Shop FAQ

MCAD

What tools are availalble for use after hours?

Any hand tools that can be checked out during shop hours can be used after the shop has closed. This includes tools that are in the tool lockers or checked out from the office. The sandblaster is also accessible after hours as well.

*The stationary tools located in the wood and metal shop ARE NOT available for use after hours.

How do I check out tools?

To check out tools in the 3D Shop, you must:
1. Come in during open shop hours.
2. Find a shop staff member to open the locker.
3. Fill out the check-out/in slip in the locker compartment (please legibly PRINT name and date)
4. Make sure tool is back by deadline. (Return tool to locker space, write the return date on the slip and LOCK the locker door)

When do checked-out tools have to be returned?

When you check out a tool from the lockers or the office, the tool has to be returned by noon the following day (unless the shop is closed the following day, then the tool needs to be returned the next day the shop is open). Failure to return tools on time will result in a $10 per day late fine.

What if a tool breaks or I find a tool already broken?

Report any and all broken tools to a shop staff member as soon as possible.

How do I schedule a demonstration?

As a STUDENT: Go to the 3D Shop Appointments link on the MCAD Intranet home page and click the **Tech Appointments** dropdown menu to sign up for a one-on-one demonstration with a shop staff member.
***Note - appointments must be made at least one day in advance.**

As a FACULTY: All demonstration requests for classes must be submitted one week in advance, via e-mail to don_myhre@mcad.edu. For a one-on-one demonstration, go to the 3D Shop Appointments link on the MCAD Intranet home page and click the **Tech Appointments** dropdown menu.
***Note - appointments must be made at least one day in advance.**

How do I schedule an appointment for the Digital Lab (laser cutter, CNC, rapid prototypers)?

Go to the 3D Shop Appointments link on the MCAD Intranet home page and click on the **Digital Lab** dropdown menu to sign up for an appointment.
***Note - appointments must be made at least one day in advance.**