



## COLLABORATORY TOURS & VISITS

The Collaboratory is the library's new makerspace. We welcome groups to schedule an hour-long tour and activity in the Collaboratory.

### GUIDELINES

- Visits are typically no more than 45 minutes.
- Tours must be scheduled at least 2 months in advance.
- Tours can be scheduled Tuesday-Friday between the following hours:
  - Tuesdays-Thursday: 10am-7pm
  - Fridays: 10am-4pm
- Group size is limited to 10 and includes chaperones. If needed, additional tours can be scheduled on other dates.
- Groups that are under 18 must be monitored by a chaperone, guardian, or parent at all times.
- The space, equipment, furniture, and laptops cannot be reserved.
- If your group wishes to hold a meeting during your visit to the Collaboratory, reserve one of the library's meeting rooms with your Northbrook Library card online at [northbrook.info/visit/rooms/reserve](http://northbrook.info/visit/rooms/reserve).

### ACTIVITIES

Because designing and making an item takes extensive time, we offer two activity options. Both are free. Groups must select one activity when requesting a tour appointment.

- Creating a key chain and button using our button-making machines. Your group's logo will be used as the design.
- A 2.5" acrylic charm with your group's logo. These are made before your visit. If the laser cutter is available during your tour, staff will demonstrate to your group how they are made.

### REQUEST A VISIT

- Contact us at [collaboratory@northbrook.info](mailto:collaboratory@northbrook.info). Share your group name and size.
- Your visit is not confirmed until you receive a confirmation email.