

BUILDING SPACES TO MAKE & LEARN: PLANNING

Many different kinds of spaces support making and learning, and each can be used or accessed in a variety of ways. This chart invites you to explore what kind of space and use-case scenario best describes your learning environment and supports you as you develop systems and strategies related to storing, tracking, and inventorizing tools and materials.

DROP-IN/OPEN

Users drop into space individually or in groups.

MIXED USE

Space supports combination of drop-in and programmed activity.

INTEGRATED/SCHEDULED/PROGRAMMED

All use of space occurs through scheduled programming.

FIXED + CENTRAL

Single designated space

FIXED + CENTRAL

Identifying which tools and materials are consumable and which can/must be reused can help streamline your inventory.

Designating spaces and protocols for storing works-in-progress can eliminate clutter and promote co-inspiration.

Developing clear labels, signage, and instructions/expectations of use for the tools, materials, furniture, and other amenities can help orient, onboard, and invite users of different stripes.

FIXED + CENTRAL

Creating an interactive, physical calendar can support users as they plan and manage their work.

FIXED + CENTRAL

Creating designated areas of storage for particular users or groups (e.g., programs or classes) can help organize and streamline use.

Clearly defined protocols for cleaning up or returning tools/materials can help transition the space between different types of use.

FIXED + DISTRIBUTED

Multiple spaces across campus (e.g., classrooms, media labs)

FIXED + DISTRIBUTED

Determining whether or not each separate space will preside over specific types of making and projects can direct what tools and materials live where.

FIXED + DISTRIBUTED

Designating which out of the multiple spaces has drop-in times and when those take place can help with inventory management.

FIXED + DISTRIBUTED

Stocking every space with some staples/ basics (e.g., paper, scissors, tape) can help support a variety of making activities.

FIXED + SHARED

Hosted at variety of spaces across campus, but many tools and materials that support it live in a single designated site

FIXED + SHARED

Pre-arranging kits or bundles of tools and materials will aid in tracking inventory.

FIXED + SHARED

Standardizing the amount of time for which tools and materials can be checked out helps in tracking inventory.

FIXED + SHARED

Creating criteria for the access of specific tools and materials helps manage demand.

MOBILE

Supported all across a campus by using portable "carts" supplying tools and materials

MOBILE

Creating an easily accessible check-out process (public to the community of users) can support users as they plan and manage their work.

MOBILE

Clear and visible labels for non-consumable tools and materials can help make sure they don't get lost or left behind.

MOBILE

Creating home bases for mobile makerspaces can facilitate access and transfer of tools and materials.

Distributing a "cheat sheet" of maintenance tips can support users as they manage their cart

BUILDING SPACES TO MAKE & LEARN: REFLECTING

Many different kinds of spaces support making and learning, and each can be used or accessed in a variety of ways. The chart below prompts you to reflect on key considerations that arise from different scenarios of space and use.

	DROP-IN/OPEN Users drop into space individually or in groups.	MIXED USE Space supports combination of drop-in and programmed activity.	INTEGRATED/SCHEDULED/PROGRAMMED All use of space occurs through scheduled programming.
FIXED + CENTRAL <i>Single designated space</i>	FIXED + CENTRAL What labels and signage will help orient users to the tools, materials, and space?	FIXED + CENTRAL Where can users store works-in-progress? What tools and materials will users be able to take home with them and what will have to remain?	FIXED + CENTRAL How are tools and materials selected for the space?
FIXED + DISTRIBUTED <i>Multiple spaces across campus (e.g., classrooms, media labs)</i>	FIXED + DISTRIBUTED Does every space cater to the same varieties of activities and learning or does each space have a particular inflection?	FIXED + DISTRIBUTED Which spaces host drop-in times and when?	FIXED + DISTRIBUTED Are all spaces managed by the same person or entity or by separate persons/entities? Is every space stocked with some basics (e.g., paper, scissors, tape)?
FIXED + SHARED <i>Hosted at variety of spaces across campus, but many tools and materials that support it live in a single designated site</i>	FIXED + SHARED Can users check out any and all tools and materials or will they choose from pre-selected bundles?	FIXED + SHARED Are tools and materials accessed on a first-come-first-served basis?	FIXED + SHARED How are tools and materials selected for the space?
MOBILE <i>Supported all across a campus by using portable "carts" supplying tools and materials</i>	MOBILE For how long can carts be reserved/checked out?	MOBILE How many different kinds of making and activities will a single cart support?	MOBILE Where will carts live when not in use?