



MakerSpace Terms and Conditions

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General Use Guidelines

Welcome to the Burlington Public Library MakerSpace – a collaborative and creative community space designed for independent learning, exploration, and innovation. Customers are encouraged to take the lead on their own projects, using the space’s resources to experiment, create, and problem-solve.

Burlington Public Library offers two types of hours in the MakerSpace:

All Level Access:

This service is for everyone—from beginners to confident users. Library staff are on hand to provide guidance, orientation and troubleshooting support for design software and equipment.

The laser cutter is only available during the All Level Access time slots.

Experienced Level Access:

This service is for advanced, self-directed users of MakerSpace equipment and design software. Library staff nearby to answer booking questions, provide materials, and accept payment. Makers must be able to design and use equipment independently and will not have access to staff support during these hours.

Use of this space is subject to the following Terms of Use and Waiver. By using the Makerspace, you agree to comply with these guidelines.



- Children under 12 must be accompanied by and supervised by an adult while in the space.
- Drinks must be in spill-proof containers; food is not permitted in the space.

Reservations and Access

- Reservations may be made online using BPL's online booking system up to 14 days in advance.
- Weekly booking limits apply: six hours (360 minutes) per piece of equipment each week (Monday to Saturday), with some exceptions:
 - MakerSpace embroidery machine is available for up to four hours (240 minutes).
 - Laser Cutter and Vinyl Printer/Cutter have two bookings per day limit.
- Reservations are available in 30-minute booking blocks.
- When you arrive for your booking, please sign in with library staff on the third floor. Staff may ask for your library card to confirm your booking.

Cancellations

- Cancellations or changes to your booking can be made through the library's [Manage Your Room Reservations](#) site.
- Changes to a booking date, time, or location can only be made by cancelling the original booking and submitting a new request. Once a booking has started it cannot be cancelled.
- If you do not use the space during your booked time and do not cancel your booking it will be deducted from the weekly booking limit.
- Burlington Public Library reserves the right to cancel a booking if the client does not comply with the terms of use.

Respectful Use and Responsibilities

- Use the Makerspace only for lawful purposes:
 - No unsafe, harmful, obscene, or illegal content.



- No reproduction of copyrighted, patented, or trademarked material.
- Treat others and their projects, space, and learning process respectfully and with kindness and consideration.
- Bring your own material or purchase from the Library. Materials must be approved by staff prior to using the equipment.
- Be financially responsible for any damage to equipment or software.
- Save files to an external device. Customer files on Library computers will be deleted at the end of each day.
- Projects/materials left behind will be disposed of after 30 days.

3D Printing Disclaimer

- The Library will not print weapons, parts, or any content prohibited by laws.
- Library provides PLA type filament and is not food-safe; prints may be brittle or unsafe for small children.
- Customers are responsible for removing supports, the temporary structures that act as scaffolding to support the 3D printed item.

Waiver Agreement

I agree to:

- Follow the MakerSpace Terms of Use, Technology Use Policy, and Customer Experience Standards.
- Review and confirm project and design details before sending jobs, as well as be responsible for any costs incurred due to non-equipment errors.
- Accept full responsibility for all equipment, space, and furniture during my session.
- Remain in the MakerSpace throughout my booked time.
- Be responsible for any costs incurred and/or associated with damage or misuse of equipment.
- Use the space for its intended purpose.