



**BENBROOK LIBRARY DISTRICT**  
**MAKERSPACE POLICY**  
*Approved April 28, 2025*

The Benbrook Public Library MakerSpace is a dedicated area for patrons of all ages to explore, create, and innovate using a variety of tools and equipment. To ensure a safe and productive environment, please adhere to the following policies:

**Section 1. Available Equipment and Usage**

The MakerSpace offers a variety of innovative tools for in-house use, including but not limited to:

- **3D Printers:** For creating three-dimensional objects from digital files.
- **Laser Engraver/Cutter:** Used for precision cutting and engraving on various materials.
- **Cricut Machine:** Ideal for crafting custom designs on adhesive vinyl for stickers and decals.
- **Embroidery Machine:** Available for textile projects.
- **3D Scanner:** For creating 3D files from physical objects that can be used for 3D printing and 3D animation
- **Sublimation Printer:** Can be used to make various full color printed items
- **Heat Presses:** Flat, hat, tumbler and mug press used to heat press image transfers.
- **Button Machines:** Various sizes available for creating buttons, magnets, keychains and jewelry.

Patrons are encouraged to familiarize themselves with the specific guidelines and safety procedures for each piece of equipment. Assistance from library staff is always available upon request. Please see posted signage for any cost associated with using the machinery.

**Section 2. Scheduling Appointments**

**Library Card Requirement:** As of June 1, 2022, a valid library card is required to make a MakerSpace appointment.

**Reservations:** Reservations can be made online using the Benbrook Library website, over the phone, or in person. Reservations guarantee the availability of the equipment for your project and ensure that a Makerspace specialist will be scheduled for your assistance. Reservations can be made up to fourteen (14) days in advance. Same-day reservations are also permitted, subject to availability. Patrons can book no more than a single, one hour appointment per day.

**Library Cancellations:** The library reserves the right to cancel appointments due to MakerSpace closures or staffing shortages. Patrons will be notified as soon as possible in such cases.

### **Section 3. Cancellation and No-Show Policies**

**Cancellations:** If you need to cancel your reservation, please do so at least 24 hours in advance to allow other patrons the opportunity to use the space.

**No-Show Policy:** Patrons who are more than 10 minutes late for their reservation may have their time slot forfeited and allocated to waiting patrons.

**Repeated No-Shows:** Patrons who repeatedly fail to show up for their appointments may be prohibited from scheduling appointments for a specified period, at the discretion of the library staff.

### **Section 4. Safety Information**

**Safety:** Machines may not be left unattended, and all appointments are conducted under the supervision of trained library staff.

**Supervision:** Children under the age of 16 must be accompanied by an adult. It is the parent's responsibility to ensure their children are following the rules for the Makerspace.

**Reporting Issues:** Immediately report any unsafe behavior, injuries, or malfunctioning equipment to library staff.

### **Section 5. General Guidelines**

**Lawful Use:** The MakerSpace may only be used for lawful purposes. The creation of materials that can be considered unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others is prohibited.

The copyright law of the United States (Title 17, U.S Code) governs the making of photocopies and other productions of copyrighted material. The patron using the equipment is responsible for any infringement.

**Makerspace Projects:** Everything created in the Benbrook Library Makerspace must be for personal use and cannot be made for retail purposes.

**Cleanliness:** Users are responsible for cleaning their work areas and returning tools and materials to their proper places after use.

**Material Costs:** Some projects may require materials that incur a fee. The library has some project materials available for purchase and offers patrons suggestions if additional material needs to be purchased. Patrons are responsible for covering any associated costs, which will be communicated prior to project commencement.

**Personal Items:** It is understood that any material brought into the Makerspace to embellish or alter using any of the equipment is under the complete responsibility of the patron. Since the Makerspace is where learning and experimentation take place, “mistakes” do happen. The Benbrook Library nor its employees cannot be held responsible for any mishaps involving personal items.

The library is also not responsible for personal items left unattended in the MakerSpace.

**Respectful Conduct:** Patrons are expected to treat library staff and other users with respect. Disruptive, inappropriate, or abusive behavior will not be tolerated. The library reserves the right to refuse further service in the MakerSpace to any patron who engages in misconduct.

By following these policies, patrons can help maintain a safe and collaborative environment in the Benbrook Public Library MakerSpace.