



**BENBROOK LIBRARY DISTRICT**  
**Makerspace Equipment Policy**  
*Revised April 7, 2022*

BLD is now requiring a library card to use any of the equipment in the Makerspace. Due to the complexity and expense associated with the primary Makerspace equipment (3D printers and laser engraver/cutter, vinyl cutter, poster printer), the following policies apply:

**Section 1. Equipment**

The Makerspace equipment must shut down properly, so all work must be completed, or otherwise terminated fifteen minutes prior to closing time, subject to the discretion of the Technology and Facilities Manager. (In some cases, the 3D printer may continue running, but the laser equipment must be shut down).

The library maintains a modest supply of consumable materials in support of the Makerspace equipment. While the Library seeks to maintain a supply of popular materials, it is not possible to guarantee the availability of any stock.

A space (Thawspace drive) on the Makerspace computers has been set aside for users to create and store files. Be mindful that these files can be accessed by anyone using that computer.

Due to the accumulation of odors and particulates, the library staff reserves the right to interrupt and/or terminate jobs.

The Technology and Facilities Manager reserves the right to refuse or reorder jobs for any reason. The library would substantiate reasoning before the Board of Trustees, should the patron decide to submit a formal complaint.

**Section 2. Reservations**

There is currently a reservation system. Patrons may sign up for a scheduled time online and walk-ins may be refused. While the library makes every effort to ensure the availability of Makerspace equipment, it is not possible to schedule staff with sufficient competencies to operate all the Makerspace equipment for each of the library's 62 weekly hours.

Patrons should expect an approximate one-hour computer session and understand some 3D print jobs take several hours to complete.

Individuals with reservations supersede individual walk-ins

Patrons must be cleared by the library staff to use the equipment independently

**Section 3. Materials**

The consumable stock is resold to the patrons at their approximate cost (rounding to the nearest nickel).

The principal costs are:

- 10¢ per gram for 3D printing filament (3D Printing)
- 5¢ per in<sup>2</sup> for laminate woods and 10¢ in<sup>2</sup> for acrylic (Laser Engraving/Cutting)



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The library will absorb the costs, in the event of a failed job, for any library-supplied stock. There is no provision to reimburse patrons for using their own products in the equipment. After one, or more, failed attempts, the library reserves the right to refuse further attempts without significant corrective actions.

Patrons are encouraged to call ahead to verify stock, equipment, and staff availability when coordinating their projects.

**Section 4. Restrictions**

Patrons must have a Benbrook Library Card or MetroShare card to make a reservation or use the equipment in the Makerspace.

If patrons are under the age of 18, they must have a parent or guardian supervising them in the Makerspace.

No resale activity is authorized. However, promotional items and prototypes may be created to support businesses, civic groups, hobby clubs, etc.

No weapons or salacious materials may be fashioned or modified using library equipment.

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