



Makerspace

Guelph Public Library

Makerspace Acceptable Use Guidelines

1. All users must check in with staff each time they enter the Makerspace.
2. Staff will begin print jobs, change materials and remove finished print jobs on the Glowforge and 3D printers.
3. Staff will demonstrate proper usage, or make available upon request, manuals and other instructional material.
4. Users must be 13 years or older to use the Makerspace independently. Youth under 13 must be accompanied by an adult.
5. The Makerspace provides access to safety goggles, a First Aid kit and a fire extinguisher.
6. The Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
7. If any tool or piece of equipment becomes unsafe or in a state of disrepair, the user must immediately discontinue the use of the tool and notify staff.
8. Users must report any accident/incident that occurs in the Makerspace to a staff member.
9. Users must clean up their workspace and return items to their original location.
10. Users accept financial responsibility for any misuse or damage to any equipment.
11. No food or drink is permitted near equipment in the Makerspace.
12. Staff reserve the right to stop any projects that violate Library policies or are unsafe and/or unlawful.
13. 3D print jobs may take up to a maximum of one and a half (1.5) hours. Glowforge print jobs may take up to a maximum of one (1) hour.
14. Users may save work on external memory devices. Staff are not responsible for saving user files.
15. It is the user's obligation and responsibility to determine and satisfy copyright, patent, trademark and other user restrictions. The Library is not responsible for violation of intellectual property laws.
16. All users must adhere to the Guelph Public Library's Standard of Acceptable Behaviour when in the Makerspace. Failure to do so will result in immediate expulsion from the space.
17. Violation of any of the above guidelines can result in revocation of the user's right to access the Makerspace.