

MakerStudio Terms of Use

General Use Guidelines

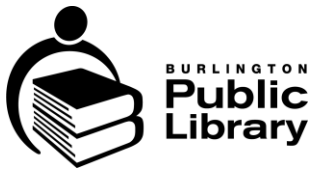
MakerStudio at New Appleby Branch is a self-guided media space equipped with digital tools, where customers can record and edit their own video and audio projects. It is a creative space designed to be used independently by experienced makers who are interested in learning to use the equipment on their own. Staff are not experts with MakerStudio software and equipment, and will not be available for ongoing troubleshooting or in-depth project support.

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

- The studio equipment is free to use and must be booked in advance using our online booking system.
- A valid Burlington Public Library card is required to book a studio. Staff may ask for your library card when you arrive for your booked time.
- Staff are available for limited assistance and as time permits.
- Children under 12 must be accompanied by and supervised by an adult while in the space.
- All food and drink are prohibited in MakerStudio spaces, except for a lidded water bottle.
- BPL's [Customer Experience Standards](#) and [Technology Use Policy](#) apply when using library spaces, services, and digital equipment.

Reservations and Access

- Reservations must be made online using BPL's online booking system, up to 14 days in advance.
- MakerStudio may be booked and used by experienced makers ages 12 and older, who are able to use the equipment on their own.
- Maximum use: Bookings can be made in 30-minute blocks, up to 3 hours at a time, with a limit of up to 6 hours (360 minutes) maximum per week. The week runs from Sunday to Saturday.



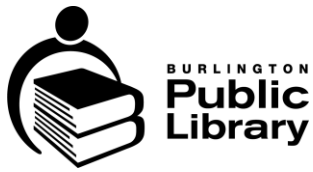
- There is no option to extend the maximum booking limit.
- MakerStudio spaces are unavailable 30-min after the library opens and 30-min before the library closes.
- All video rendering must finish within your booking period. Typically, you can expect 30-45 minutes of rendering time for every one hour of video. Higher resolution videos will take longer to render.
- When you arrive for your booking, please sign in with library staff. 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 or due to an unexpected library closure.

Respectful Use and Responsibilities

- Use MakerStudio for its intended purpose and 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.
- MakerStudio spaces have sound-dampening features but are not absolutely soundproof. Be mindful that noise must not disturb other customers in the library space. There is no guarantee that library noise will not enter the studio.
- Customers may bring their own instruments with connecting cables and must be prepared to plug in and use the equipment without staff guidance.



- Users are financially responsible for any damage to equipment, software, or the space. Fees for lost or damaged equipment may be charged. A cleaning fee of \$21.00 will be charged if the space is left in a messy condition. Any issues must be reported to library staff.
- Customers are responsible for their data and must save files and export projects 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.