



# Equipment Booking Policy

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~~REVEAL~~

# Equipment Booking Policy

This

booking policy

provides information on how State Library manages bookings for computers, spaces, equipment and resources.

## Fabrication Lab

In order to book and use the resources in the Fabrication Lab (Machine Shop and Clean Lab), members of the public must:

- Become a State Library member
- Attend the relevant induction
- Complete and sign all paperwork
- Agree to the Fabrication Lab Terms of Use.

## State Library is committed to the health and safety of its communities

- Individuals are prohibited to use Fabrication Lab Equipment while under the influence of alcohol or any other substance.
- Flat and enclosed footwear must be worn in the Fabrication Lab at all times.
- Hearing and eye protection is required in the Machine Shop

## Age requirements to book and use resources

- 18+ years: may book and use equipment
- 16-17 years: may book and use equipment only with parent/guardian permission.
- 15 years and under: cannot book or use equipment.

## Specific Needs

If you have any specific needs in order to participate in this workshop please contact us at [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au), and we will contact you to discuss your requirements further.

**Please Note: Repeated failure to follow safety procedures or the directions of the Fabrication Lab Supervisor/ Facilitators will lead to suspension of booking privileges.**

## Cancellations

Inducted members can manage their own bookings. Advanced notice will be required to cancel bookings, detailed below. Alternatively, you can phone 07 3842 9449 or email [AppliedCreativity@slq.qld.gov](mailto:AppliedCreativity@slq.qld.gov).

### Late Arrivals

If you are running late for a booked session please let us know in advance by phoning 07 3842 9449. If we do not hear from you within 15 mins after the start time, your booking will be cancelled to allow others to use the equipment. Repeated “no shows” will lead to temporary suspension of booking privileges.

- **Daily Flexibility**

We restrict advance bookings to make sure everyone has opportunity to access the facilities. If resources are not in high demand, the Fabrication Lab Supervisor may extend bookings or make the resources available to other people, depending on the circumstances.

- **Consumables**

The Fabrication Lab has a limited number of consumables, such as 3D printing plastic, available to buy for use in the Fabrication Lab. Check out our [pricelist](#).

- **Materials**

Members may only use approved materials (including filament). To use a new material, you must submit a request to the Fabrication Lab Supervisor at least 14 days prior to your booking. Note that you may have to provide documentation regarding the source and attributes of the material and maybe asked to provide a sample of the material for testing. Please send your request to [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au).

- **Equipment Usage**

Equipment may only be operated by the person who has made the booking.

Booking cannot be transferred to another user.

- **Extended access**

If you have a large project and require extended access to any of our resources, you can request special access from the Applied Creativity team. Please send an email to [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au).

### Digital Media Lab (Production Computers)

The Digital Media Lab has two specialist computers; the production mac and production pc. In order to book a production computer in the Digital Media Lab, members must:

- Agree to the Terms and Conditions
- Become a State Library member
- Complete the registration form with a verified project

### Appropriate use guidelines

Members of the production computers must take full advantage of the specialist software available on

the machine. Use of these computers must fall within the standards set by State Library policies. Appropriate use of the space is determined by State Library staff in consideration of individual members' needs. If you are found to be using the production computers outside of these guidelines, your booking, and future bookings, may not be honoured.

### Age requirements

- 16+ years: no restrictions
- 12-15 years: may use Digital Media Lab unsupervised after becoming a member
- 11 and under: must be supervised by a parent/guardian at all times.

### Cancellations

Members can manage their own bookings. Advanced notice will be required to cancel bookings, detailed below. Alternatively, you can phone 07 3842 9449 or email [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au).

### Late Arrivals

If you are running late for a booked session please let us know in advance, by phoning 07 3842 9449 or email [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au). If we do not hear from you within 15 mins after the start time, your booking may be cancelled to allow others to use the facility. Repeated "no shows" will lead to temporary suspension of booking privileges.

### Recording Studio

In order to book the Recording Studio, members must:

- Agree to the Terms and Conditions
- Become a State Library member
- Complete an induction
- Complete and sign all paperwork

### Age requirements for entry

- 16+ years: no restrictions
- 15 years and under: must be supervised by a parent/guardian at all times.

### Cancellations

Members can cancel their bookings up to 24 hours prior. If within 24 hours of your booking, you are required to phone 07 3842 9449 or email [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au) to advise of your cancellation.

### No Shows

Please be aware if you do not advise us of a cancellation of your booking, your access to the Recording Studio may be restricted.

### Late Arrivals

If you are running late for a booked session please let us know in advance, by phoning 3842 9449. If we do not hear from you within 15 mins after the start time, your booking may be cancelled to allow others to use the facility.

- **Extended access**

If you have a large project and require extended access to any of our resources, you can request special access from the Applied Creativity team. Please send an email to [AppliedCreativity@slq.qld.gov.au](mailto:AppliedCreativity@slq.qld.gov.au).