

Laser Cutting Terms of Service and Guidelines

Please note – the laser cutting service is currently in trial at EPL and this information is subject to change. Last update: 06/08/2023.

1. **To participate in this service, customers must have an EPL membership or equivalent** through a participating institution (e.g., Me Libraries, post-secondary L-Pass) and must complete EPL's waiver.
 - a. Customers under 12 must have a waiver completed on their behalf and be accompanied by a caregiver who can facilitate the child's safe participation in the space. The caregiver is required to complete Fab Lab Safety 101 and the Laser Cutter Certification.
 - b. Guests (12 years and up): customers may bring guests to observe as long as guests have completed EPL's waiver. Guests may only observe and must wear required PPE, following staff instructions at all times.
2. **Safety first:** customers must abide by these guidelines and the safety information and instructions provided by staff, as well as the safety information provided in the laser cutting certification and in the Fab Lab Safety class completed before accessing this service.
 - a. If a customer, guest, or accompanying child engage with Fab Lab equipment in a way that is unsafe or creates an unsafe environment, staff may pause and reschedule or cancel a customer's booking.
3. **EPL reserves the right to review and approve or reject laser cutting project files** based on, but not limited to, the following criteria:
 - a. Suitability for use on EPL's laser cutter (material type, machine dimensions).
 - b. Any project that is a weapon (in whole or in part) or drug paraphernalia is not permitted. Recognizable cosplay props will be reviewed on a case-by-case basis.
 - c. EPL's laser cutting service is offered in a non-commercial capacity, prioritizing equitable access and learning. If many copies of an object are required, EPL may refer your project to a commercial laser cutting service.
4. **Customers are able to reserve two bookings per month:**
 - a. Your 120-minute booking will consist of at least 20 minutes of preparation, 30 minutes maximum of laser cutting, and at least 20 minutes of clean-up per booking.
 - b. Your project files need to be submitted 24 hours before your booking for EPL's review process.
 - c. Projects that exceed the 30-minute maximum cut time or the Fab Lab's hours of operation can be continued in a future booked session.
 - d. Your booking will be held for a maximum of 15 minutes before cancellation occurs – if you are running late or need to reschedule please notify staff.
 - e. Same day and drop-in bookings are not available at this time. Bookings must be made at least 48 hours in advance.
5. **Customers must be present to supervise the laser cutter while a job is running.**

Spread the words.

- a. Never leave the laser cutter unattended when the machine is engraving and/or cutting.
6. **Payment for materials purchased from EPL is due prior to cutting or engraving your project.** EPL accepts cash and credit – all sales final.
7. **Customers supplying their own project material must bring documentation that clearly identifies the material** – examples include product packaging with an SKU or a receipt. Staff will approve according to EPL’s Accepted Laser Cutting Materials List. If a material cannot be identified, it will not be accepted for use on EPL’s laser cutter.
8. **Help us keep the equipment in good working condition:**
 - a. Use EPL-provided cut and engrave profiles and settings.
 - b. Bring enough material and plan time for a test cut at the start of your project.
 - c. Alert staff immediately if you suspect a mechanical or laser cutter problem (e.g.,: alignment, smoking) – staff will perform all maintenance and repair tasks.
 - d. Ask staff if you need assistance with a set-up or clean-up procedure or need any other assistance - we are happy to help!
9. **Respect copyright and creators.**
 - a. If a copyright holder believes that their intellectual property rights have been infringed by the use of our laser cutter services, we will take all steps as an intermediary to notify relevant parties under the Notice-and-Notice provision of the Copyright Modernization Act of 2012.
 - b. Ask to learn more about public domain and Creative Commons licensing formats, including how attribution works.
10. **Files uploaded or downloaded to EPL computers will be removed on restart.** Please retain your files for future use. Files uploaded to EPL servers for project preview purposes will be retained for 3 months.