



MakeIT at Libraries: Use the Free Equipment Without Wasting a Booking

Description

MakeIT at Libraries provides public access to fabrication equipment without equipment-use fees, but some machines require certification and self-service access must be booked. A successful visit begins with the project file and material constraints, not the machine name. The controlling references checked for this guide are [National Library Board MakeIT service](#) and [National Library Board facility booking](#).

Choose the branch that matches your case

Situation	Action
You are new to the machine	Choose a guided programme or certification first
You are certified and the job is self-directed	Use the self-service booking route
The material is unfamiliar	Check permitted materials before cutting or printing
The project is an event or commercial production run	Confirm the service scope rather than assuming maker access

Start with the output

A 3D model, cut panel, printed decal and electronics prototype need different file formats, materials and tolerances. [National Library Board MakeIT service](#).

Define dimensions, quantity, finish and deadline before choosing equipment. This matters because the decision is not complete until the evidence, timing and responsible person agree.

Check the current location

MakeIT availability and equipment differ by library, and service locations can change as branches move or redevelop. [National Library Board facility booking](#).

Use NLB's current page and booking system for the selected site. This matters because the decision is not complete until the evidence, timing and responsible person agree.

Treat certification as a safety gate

NLB says certain machines require relevant MakeIT certification. Watching an online tutorial does not create access. [National Library Board MakeIT service](#).

Book certification before a deadline-sensitive project. This matters because the decision is not complete until the evidence, timing and responsible person agree.

Bring compliant materials

Thickness, composition, coatings and heat behaviour determine whether a material is safe for a machine. [National Library Board facility booking](#).

Retain supplier specifications and ask the centre when uncertain. This matters because the decision is not complete until the evidence, timing and responsible person agree.

Budget machine time honestly

Setup, calibration, failed test pieces and cooling or curing can consume a slot. [National Library Board MakeIT service](#).

Run a small proof and leave margin instead of filling the bed with the final quantity. This matters because the decision is not complete until the evidence, timing and responsible person agree.

Keep proof and file versions

Self-service access relies on the booking record, while fabrication errors often come from the wrong export. [National Library Board facility booking](#).

Bring booking confirmation and version the production file separately from the editable source. This matters because the decision is not complete until the evidence, timing and responsible person agree.

Use a project-output-to-machine selector

Turn the rule into a working aid with columns for the controlling fact, the evidence you hold, the result and the date checked. For this task, the decisive question is to choose a suitable MakeIT facility and arrive with a file, material and certification plan that can be completed in the slot. A blank evidence cell is a stop sign, not permission to use a remembered number or a marketing summary.

Test at least two plausible branches from the table above. That comparison shows which fact changes the answer and prevents the most convenient scenario from being treated as the only possible one.

Label every arithmetic step as an LBRD calculation and keep the official figure beside it.

Add a one-slot fabrication time budget

The second aid should expose what the first one can hide: a deadline, cost, handover, alternative route or follow-up duty. Write the downside of being wrong beside each branch. Where the consequence is legal, financial, medical or safety-related, the competent authority and case-specific professional decision remain controlling.

Recheck the live source immediately before the irreversible step. Save only the minimum evidence needed, protect personal details, and note any limitation. Record who will act, the last safe date and the evidence that closes the task.

Stop when the evidence no longer matches

Pause the decision if you encounter booking before certification, assuming every branch has the same equipment, bringing unknown material. Those are not small drafting errors; each can change the eligibility, cost, route or safety outcome described above. Return to National Library Board MakeIT service for the controlling rule and use National Library Board facility booking to check the second part of the decision.

If the authority page, account record, booking screen or case document disagrees with this guide, use the live record. Escalate to the named organisation or an appropriately qualified professional when a deadline is running, a child or adult is unwell, a licence or tax position is uncertain, or an irreversible payment is due. Keep the question narrow and provide the facts needed for a case-specific answer.

Work through a realistic example

A user wants 20 laser-cut acrylic tags in a one-hour slot. If the material is not approved and the vector file has duplicate paths, the machine time is lost. A one-tag proof, clean path audit and material confirmation turn the visit into a feasible job.

Before you act

1. Define final dimensions and quantity
2. Choose the machine
3. Check the current location
4. Complete required certification
5. Confirm material acceptance
6. Prepare a test file
7. Bring booking proof and a backup

Mistakes that change the answer

- Booking before certification
- Assuming every branch has the same equipment
- Bringing unknown material
- Using the editable file as the production export
- Planning zero time for a test piece

Related LBRD guides

Next, [plan access to newer self-service libraries](#). You can also [prepare digital project files safely](#).

Questions readers ask

Is equipment use free?

NLB says its signature fabrication equipment and supporting tools are available for public use for no fees.

Can anyone use every machine immediately?

No. Certain machines require certification.

Should I book a room for fabrication?

Use the MakeIT service and its designated booking route; general project rooms have separate conditions.

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