

B3

INTERNAL RULES AND REGULATIONS



1. PURPOSE

The purpose of these regulations is to set out, for the benefit of its users, the operating procedures and rules of access to the B3.

The **B3** is the **Resource and Creativity Centre** established and run by the Province of Liège with support from ERDF funding. It focuses on the themes of **Writing** (in the broadest sense, as the foundational act underlying all artistic creation: theatre, comics, visual arts, photography, graphic design, performance art, literature...) and **Digital Media** in all its forms (gaming, videography, virtual reality and its many creative applications).

It brings together three complementary pillars under one roof:

- > **A Resource Centre:** a new kind of library, offering multi-format resources, services and activities open to everyone, and meeting contemporary needs and uses. It is a fundamental service for society, promoting access to culture, knowledge and information.
- > **An Exploratory of Possibilities:** a space for creation, experimentation and collaboration, open to artists and creatives from all disciplines, equipped with facilities such as the Fablab, the Musiclab, the Digital Space, shared workshops, areas dedicated to video games and digital culture, as well as various modular spaces designed to encourage collaborative work.
- > **A creative business incubator:** a unique initiative designed to support creative projects with an entrepreneurial dimension in the fields of writing and digital technology, particularly those in the start-up phase or at a vulnerable stage. The aim is to place project leaders at the heart of a supportive, stimulating environment that is conducive to networking and the realisation of their objectives, governed by specific regulations.

The B3 also comprises numerous spaces for promotion and dissemination: Le Passage des Arts, La Scène, the Espace Rencontres and the Agora.

A hub for convergence, sharing and cooperation, the B3 is defined as a **thirdspace** where resources, practices, support and experimentation come together, thereby expanding opportunities for access to culture, creativity and innovation.

It also houses the administrative and technical services of the Culture Department.

2. ADDRESS

- > Address: Place des Arts 1 – 4020 LIEGE
- > Tel: 04/279.54.00
- > Email: info@leb3.be

3. GENERAL PROVISIONS

3.1. Terms of access

3.1.1. The B3 public areas are accessible to everyone, subject to the conditions set out below.

- > Animals (with the exception of assistance dogs for people with disabilities) are not permitted inside the building (even in a bag);
- > The consumption of food and drink is prohibited throughout the B3 building except in designated areas, namely the catering area and the canteen¹;
- > However, the consumption of drinks is permitted outside designated areas, provided they are contained in resealable containers;
- > Smoking and vaping are strictly prohibited in all areas of B3, including terraces, corridors, lifts and toilets, as well as within 10 metres of the building's main entrances;
- > For security reasons, the governing body reserves the right to restrict access once the maximum capacity of authorised B3 users has been reached;
- > Any act of anti-social behaviour or vandalism committed within B3 (offices, various premises, corridors, collections, toilets, etc.) may be subject to legal proceedings, in addition to the penalties set out in these regulations;
- > Small bags and briefcases are allowed inside the B3 premises but may be inspected by the security company authorised by the Province of Liège;

¹ (except for events organised by the Province or areas expressly reserved, in the context of the provision of premises in accordance with the provisions of the regulations governing the occupation of premises)

- > Bulky items are prohibited. The term ‘bulky item’ refers to any item that cannot be stored in the lockers made available to users;
- > All other items must be stored in the lockers. If this rule is not respected, users will be asked to comply.

Whose condition and/or behaviour is likely to cause a nuisance to users or staff will not be permitted to enter or remain in B3.

3.1.2. Access to a temporary parking space for people with disabilities

This procedure is intended for visitors to B3 and holders of a disabled parking permit. To reserve a parking space in the B3 underground car park, please send an email to the general address info@leb3.be. You will then be informed of the procedure to follow. The applicant will receive the relevant parking information by return email. This system will enable the identification of all vehicles in the underground car park and ensure maximum safety for people and property. Parking will only be permitted during visits to B3, on the agreed day(s) and at the agreed times. Unless confirmation has been received via info@leb3.be, no access will be granted.

The car park is accessible via Quai de la Dérivation. Vehicles over 1.90 m in height and/or fitted with an LPG system are not permitted.

3.2. Etiquette and prohibited behaviour

The B3 is a place for socialising, chatting and meeting people. To ensure everyone can enjoy a pleasant atmosphere, we ask you:

- > to ensure that noise levels are kept within reasonable limits so as not to disturb others (speak in a low voice, do not use noisy equipment, etc.);
- > to ensure silence in designated areas;
- > to set mobile phones to silent mode upon entering the building, and to ensure they are used only for brief conversations without the speakerphone, provided this does not cause a noise nuisance;
- > to treat the equipment and premises with care and respect the layout of the furniture;
- > to be mindful of waste sorting;
- > to dress appropriately for a public place.

It is prohibited to:

- > disturb the public through any behaviour likely to disrupt their peace or work;
- > engage in any form of religious, political or militant proselytising;
- > be under the influence of alcohol or drugs, consume them, or traffic in them;
- > cause inconvenience to other users through inappropriate behaviour or conduct;
- > record, broadcast or publish still or moving images or audio recorded within B3 without the consent of any identifiable persons appearing in them or whose voices can be recognised;
- > carry out any commercial activity unless specifically authorised by the organising authority;
- > distribute leaflets or display posters without the permission of the Department of Culture;
- > move furniture.

The use of the spaces, facilities (including lifts, escalators and terraces), services and collections of B3 by minors is the responsibility of their legal guardian. Children under the age of 12 must be accompanied by an adult. Areas designated for children (including changing rooms and toilets) are strictly reserved for them and the adults accompanying them.

3.3. Liability

The Province of Liège cannot be held liable for any damage or accidents that may occur to users of the B3 building and their property on its premises, whether caused by the users themselves or by a third party.

The Province of Liège accepts no liability for the theft of personal belongings committed by third parties within the building.

3.4. Opening hours

The opening hours for the various areas are set out in Appendix 1 of this document.

The Province of Liège reserves the right, where it deems it necessary or in the interests of the service, to change the opening hours of B3 without prior notice.

3.5. Registration

Access to B3 services is subject to presentation of a user card and payment of the applicable registration fee, unless the user is entitled to free registration, in accordance with the rates set by the Province of Liège and set out in Annex 2 to these regulations.

Registration or re-registration is valid for a period of one year from the date of registration or re-registration.

At the time of registration, the following must be presented:

- > for adults: proof of identity or proof of address issued within the last six months (e.g. rent receipt, electricity or telephone bill);
- > for people in vulnerable situations: proof of identity and supporting documents confirming their situation (e.g. a certificate of exemption from municipal tax, a jobseeker's card issued by Forem, a certificate issued to recipients of assistance granted by the CPAS);
- > for young people under the age of 18: proof of identity and the authorisation form signed by their legal guardian;
- > for organisations: the authorisation document from the Resource Centre management (to be renewed annually) and the representative's proof of identity.

Re-registration requires the presentation of the same documents, with the exception of the authorisation form for minors.

The card issued to the user is strictly personal and must be presented in physical or digital form whenever borrowing items or using a service. It is possible to register remotely by sending the necessary documents (copied or scanned).

All users are responsible for their card and the use made of it. They must report the loss of their card immediately, as well as any change of postal or email address. In the event of an unreported loss, the cardholder remains liable for all transactions carried out using the card.

The replacement of any lost, stolen or destroyed card requires re-registration and therefore the payment of a new membership fee for adults and €2 for users under the age of 18 and anyone eligible for free access.

3.6. Personal data

The Province of Liège, Place Saint-Lambert 18A, 4000 Liège, acts as the data controller.

Personal data collected when users register at the Resource Centre or during any activity organised at B3 by the Province of Liège is processed in accordance with the provisions of European Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as the relevant Belgian legislation.

It will be processed by the relevant provincial departments and by the technical service providers responsible for managing the libraries' IT system.

The personal data collected will be processed solely for the purposes of identifying users, managing access to the various services, and sending communications relating to the activities of the Resource Centre (e.g. loan reminders, information on services, invitations or news), in accordance with the preferences expressed by the user in the PASS terms and conditions acceptance form and the information request form. Once the user's data has been

“anonymised” data may be used to generate statistics sent to the Wallonia-Brussels Federation, in accordance with the Decree on the development of reading practices organised by the public reading network and public libraries of 30 April 2009, as well as the Decree on the integration of the gender dimension into all policies of the French Community of 7 January 2016.

This data will be retained for a maximum of three years from the date of the last transaction within the library network of the Province of Liège.

Users have the right to access, rectify, erase, restrict the processing of, transfer and object to the processing of their data at any time. Where processing is based on their consent, they also have the right to withdraw their consent at any time, without affecting the lawfulness of processing carried out prior to such withdrawal. These rights may be exercised by contacting the Data Protection Officer: info.dpo@provincedeliege.be.

In the event of a dispute, you may lodge a complaint with the Data Protection Authority, Rue de la Presse 35, 1000 Brussels.

3.7. Procedure to follow in the event of an evacuation

In the event of an incident that jeopardises the safety of users and staff, a siren will go off. You must evacuate the building when this alarm goes off.

- > Follow instructions from staff and security personnel.
- > Evacuate the building by following the signs to the assembly point on Place des Arts — around the edge of the playground:



- > Stay calm.
- > Do not run.
- > Never retrace your steps.
- > Do not use the lift.
- > Head towards the assembly point by following the evacuation sign:



4. RESOURCE CENTRE

4.1. Purpose

The following provisions apply specifically to the Resource Centre.

Registration with the Resource Centre and/or presence on its premises implies that the user/visitor accepts these rules and regulations, including the specific provisions set out below and the contents of the appendices, which form an integral part of these rules and regulations.

4.2. Roles of the Resource Centre

The staff of the Resource Centre are tasked with helping all users make the best use of the spaces and resources, promoting the collections and services, and organising and/or hosting events that contribute to this outreach.

The Resource Centre is:

- > a hub for resources, information and training across all fields of knowledge;
- > a place that gives priority to the development of artistic culture;
- > a place for personal and social fulfilment: an inclusive place;
- > a place for the development of digital culture;
- > a place committed to sustainable development.

4.3. Loans

Borrowing items is free of charge.

The term ‘document’ refers to any material that can be consulted or borrowed (books, CDs, DVDs, magazines, works of art, e-readers, board games, video games, etc.).

Certain documents may only be consulted on site and may not, therefore, be taken away, in order to meet conservation requirements and comply with the Resource Centre’s document policy.

The number of documents that may be borrowed and the loan periods are set out in Annex 2 to these rules and regulations.

4.3.1. Extension of a loan

Users may request one loan renewal, provided that the items have not been reserved by other users.

4.3.2. Provisions applicable in the event of failure to comply with loan periods

Any delay in returning a borrowed item will incur an overdue fine, in addition to any bailiff’s fees and postal or administrative charges, which shall take effect from the day following the due date for the return of the borrowed item(s) (see Appendix 2 of these rules and regulations).

4.4. On-site consultation of documents

On-site consultation of all items is free of charge.

Valuable and/or less frequently consulted items may be requested for consultation.

Access to items held in storage may be delayed.

The use of board games and video games – strictly within the B3 building – is subject to certain rules set out in Annex 3 of these regulations.

The use of multimedia resources is specifically governed by Annex 4 of these regulations.

4.5. Reserving documents

The document reservation service is free of charge for all users registered with the MaBibli library network. Each user may have a limited number of active reservations at any given time. This quota is set by the library and may be adjusted according to the needs of the service. Users may reserve any document available across the entire MaBibli network.

When making a reservation, the user is free to choose the library from which they wish to collect the item and agrees to return it only to that library. Failure to do so may result in late return fines (see Appendix 2 of these regulations);

The user will be notified as soon as the reserved document is available for collection, via the contact details provided at the time of registration.

By making a reservation, the user undertakes to collect the document within the specified time frame or to inform the library if they no longer wish to borrow the reserved document.

Any reserved item not collected within the specified timeframe will be made available to all users of the Resource Centre.

Repeated failure to comply with this commitment may result in temporary restrictions on the reservation service.

4.6. Copyright legislation

Users undertake to comply with current legislation on copyright and reproduction, and in particular not to photocopy or photograph a work in its entirety. Any reproduction or use outside this framework is strictly prohibited.

Fragile, old or valuable documents may not be photocopied. The user is solely liable in the event of a breach of these obligations.

Under no circumstances shall the Resource Centre be held liable in the event of users infringing copyright legislation.

4.7. Care of documents

All users are personally responsible for the physical safety of the documents they consult or borrow. It is their responsibility, upon receipt of the document, to check it and report any damage. If they fail to do so, they will be held responsible for any obvious damage.

Users are asked to take the utmost care of the documents entrusted to them, including dust jackets, booklets, maps, frames or any other accompanying materials.

Users are asked to return borrowed documents to B3 and not to any other library in the network.

It is strictly forbidden to write on, underline, highlight or damage a document.

Bookmarks, sticky notes and similar items must be removed before returning a document.

In the event of damage to or loss of a document, the user is required to replace it with an identical copy or to pay the cost of a new document plus handling fees.

In the event of repeated damage to borrowed documents, the user's borrowing privileges may be suspended in accordance with Article 7 of these regulations.

The Province of Liège reserves the right to amend or modify these general provisions at any time.

5. L'EXPLORATOIRE DES POSSIBLES

5.1 : Purpose

The following provisions apply specifically to "L'exploratoire des Possibles".

By being on the premises, users and visitors are deemed to have accepted these regulations, including the specific provisions set out below and the contents of the appendices, which form an integral part of these internal regulations.

5.2 : Equipment

For safety reasons, users may not use the equipment or these various spaces on their own without prior training, unless authorised by the coordinator responsible for the space in question.

Each user is responsible for their own creations.

Unless otherwise agreed between the user and the Province of Liège, the user alone shall hold the intellectual property rights to their creations. The user shall ensure that their creations do not infringe the rights of third parties and do not breach the applicable legal and regulatory provisions. In particular, they shall comply with the applicable copyright regulations and ensure that their creations do not contain anything that is indecent, obscene, offensive or defamatory. The user shall be responsible for and shall hold the Province of Liège harmless from any claims or actions brought by third parties in this regard.

It is recommended that all users utilise the ‘Creative Commons²’ licence to protect their work, prohibit any commercial use of their work, whilst allowing other users to draw inspiration from it for various projects.

Any damage to the machines resulting from the user’s negligence will be repaired at the user’s sole expense.

The use of consumables within the Digital Space’s Fablab and of peripherals must be suited to the specific characteristics of the machines, and the facilitator’s consent will be required for any use of consumables or peripherals brought in by the user. If necessary, a staff member will carry out preliminary tests to check the compatibility of the machine with any consumable or peripheral device brought by a user.

No modifications to the equipment or the physical and IT environments may be made without the facilitator’s prior consent. By ‘modification of the environment’, we mean any removal or addition of software or settings that may affect the normal operation of the Resources.

In the interests of accident prevention, any potential hazard must be reported immediately to the activity leader. A first-aid kit is also available.

Access is restricted to the opening hours of the facilities, during which a provincial representative must be present.

2 Open Source licence explaining how to take ownership of another user’s project.

5.3. The Fablab

This space is designed to raise public awareness and empower people to use digital tools and master relevant software. It may also facilitate research and development through the production of prototypes. It may under no circumstances be used to produce items in quantity for commercial purposes.

5.4. The Digital Space

This space is designed to raise awareness and train the public in digital storytelling through research and development of projects related to video games, always under the guidance of the venue's facilitator.

5.5. The Musiclab

It serves as a training and awareness-raising space dedicated to making music-making tools more widely accessible. Its aim is to provide an initial gateway into the world of artistic production and creation, with a view to strengthening the technical and creative skills of anyone interested in the world of sound, whether they are amateurs, enthusiasts or already experienced.

The Musiclab may under no circumstances be used for commercial purposes.

Only provincial staff members responsible for its management are authorised to grant access to this space and to manage it.

The Musiclab can accommodate a limited number of people, as determined by the provincial staff members present and responsible for its management.

These officers must be present for any activity related to the Musiclab. No equipment may be removed from the Musiclab.

6. CREATIVE BUSINESS INCUBATOR

A specific set of rules for the creative business incubator is available on request at the B3 reception.

7. COMPLIANCE WITH THE RULES, ENFORCEMENT MEASURES AND SANCTIONS

7.1. Obligation to comply with instructions

All users accessing the B3 facilities are automatically subject to these regulations. They are required to comply promptly with the instructions and orders issued by the relevant provincial staff and security officers, who are duly authorised to ensure, in the first instance, the maintenance of public order, the safety of persons, the preservation of the integrity of the collections and property, and to maintain peace and good order within the premises.

7.2. Scale of measures and sanctions

Any breach of the regulatory requirements or orders, or any behaviour detrimental to the proper functioning of the institution, shall expose the perpetrator to the following measures, without prejudice to the fixed late payment penalties set out in Annex 2 to these regulations:

7.2.1. Measures to take effect immediately:

- > **1° Warning:** A formal reminder of the rules.
- > **2° Immediate exclusion:** Denial of access to B3 for the remainder of the day.

These measures may be taken by any authorised provincial staff member responsible within B3 for supervising activities and maintaining good order, as well as by the security staff.

7.2.2. Fixed-term administrative sanctions:

- > **3° Suspension of access to one or more services** (e.g. multimedia, Open+, loans, etc.) for a period not exceeding 15 days.
- > **4° Temporary exclusion from the B3 site:** For a period not exceeding 15 days.
- > **5° Suspension of access to one or more services:** For a period of one month or more.
- > **6° Temporary exclusion from B3:** For a period of one month or more.

These sanctions are imposed by the Head of the Department of Culture, or their deputy, in cases where the offence is clearly serious or where inappropriate behaviour is repeated.

7.3. Procedural safeguards and users' rights

The application of sanctions is based on the following principles:

1. Proportionality: The measure is graded according to the intrinsic seriousness of the offence and the existence of a previous record.
2. Retention of membership rights: Any suspension or exclusion measure shall be enforced without prejudice to the validity of the user's annual membership, which remains valid for its remaining duration.
3. Right to be heard: Prior to the imposition of sanctions 3° to 6°, the user (or the person legally representing them if they are a minor) is invited to put forward their observations, in writing or orally, in order to respect the principle of the right to be heard. In cases of extreme urgency, however, an immediate precautionary exclusion may be ordered by the Senior Director or his or her deputy pending the hearing.
4. Reasons: Any decision to impose a sanction shall be notified in writing and shall set out the factual and legal grounds for the decision.

7.4. Appeals

Long-term sanctions (5° and 6°) are subject to an administrative appeal to the Provincial Board.

- > **How to appeal:** The appeal must be lodged by registered post within five working days of notification of the decision, failing which the appeal shall be inadmissible.
- > **Content:** The notice of appeal must state the grounds for the appeal and be accompanied by a copy of the contested decision.
- > **Effets:** The appeal does not suspend the enforcement of the sanction.
- > **Decision:** The Provincial Board shall rule within 20 working days of the date on which the appeal was sent.

However, to take into account institutional closure periods, the time limit is automatically suspended:

- 1° During the summer period, from 1 July to 15 August (inclusive);
- 2° From 20 December to 1 January (inclusive).

If no decision is notified to the recipient of the sanction within this prescribed period — extended, where applicable, by the aforementioned suspension period — the sanction imposed at first instance shall automatically lapse at the end of that period.

7.5. Notification rules and commencement of time limits

The notification procedures apply to all types of sanctions provided for in the preceding provisions.

1°. Personal service (Priority)

Notification consists of the designated staff member issuing the user with the written decision on the sanction.

1. **Signature:** The user is asked to sign a receipt. The time limit for appeal begins on the day after this signature.
2. **Refusal to sign or provide identification:** If the user refuses to sign the receipt or provide their identity, the designated staff member shall note this on a **‘Notification Report’**.

The corroborating testimony of two officers (designated staff member or security officer) certifying the delivery or attempted delivery of the document shall be deemed to constitute valid notification. In this case, the penalty is deemed to have been duly notified and becomes immediately enforceable.

2°. Notification by post (alternative method)

Where the user’s identity and address are known to the Provincial authorities (in particular via the registration file), the decision concerning long-term sanctions (3° to 6°) shall be confirmed by registered post sent to the address provided by the user.

Start of the time limit: The five-working-day time limit for lodging an appeal begins on the day following the first attempt to deliver the registered letter to the addressee’s home.

3°. Notification by public notice (No known address)

In the absence of a known address and where it is impossible to deliver the decision to the person (user who has absconded or refuses all contact), the decision shall be made available to the person concerned at the B3 reception.

The enforcement of the exclusion measure (physical denial of access) constitutes, in itself, formal notification of the decision. The time limit for appealing therefore begins to run from the day on which the user was physically denied access by the Designated Staff Member.

7.6. Miscellaneous provisions

Any situation not expressly provided for in these regulations falls within the sovereign jurisdiction of the Provincial Board, which shall rule in the best interests of institution and all users of the B3 site.

These regulations shall come into force on 4 May 2026.



APPENDIX 1

RESOURCE CENTRE OPENING HOURS

- > Monday to Friday 10am-6pm
- > Saturday 10am-4pm

FOR INDIVIDUAL SERVICES

Available on the website www.leb3.be or at the B3 reception

- > Video games
- > Job Centre
- > Digital support
- > Public writer
- > Fablab/Digital Space
- > MusicLab

SUMMER OPENING HOURS

Special opening hours apply during the summer holidays.

- > Monday to Friday 2pm-6pm
- > Saturday 10am-4pm

OPEN+ OPENING HOURS

- > Monday to Friday 6pm-9:30pm
- > Saturday 4pm-8pm
- > 27 September, 2 November,
15 November, 26 December: 10am-8pm
- > 24 and 31 December 10am-6pm
- > 16 Sundays a year 10am-8pm
during exam periods (to be confirmed each year)

ANNUAL CLOSURE

1 January, Easter Monday, 1 May, Ascension Thursday, Whit Monday, 21 July, 15 August,
1 November, 11 November and 25 December.

APPENDIX 2

Registration and fees applicable to B3

MABIBLI PASS:

For over-18s: **€6/year**

For under-18s and those on low incomes: **free**

Replacement of lost cards for under-18s and those on low incomes: **€2**

Replacement of a lost card for those aged 18 and over: **€6**

OPEN+:

Available to those aged 18 and over (and to minors enrolled in a higher education institution with supporting documentation) who are registered with the Resource Centre and have paid their registration fees: **€2 per year**

Loaning of materials is free of charge.

Resource Centre	Number of items	Loan period
Items	20	30 days
Art library	2	30 days
E-reader	1	
Total number of items allowed	23, including a maximum of 2 books and 1 e-reader	

LATE RETURN FINES:

For those aged 18 and over: **€0.10** per item per day

For those under 18: **free of charge**

A return point remains accessible outside B3's opening hours. It is located at Place des Arts 1 – 4020 LIEGE

COST OF PRINTING

Printing and photocopying are free but limited to 30 items per week, in black and white only.

APPENDIX 3

On the use of video games in the Youth Centre's gaming area

The Resource Centre offers a dedicated video games area within the Youth Centre.

This is an on-site gaming service: it is therefore not possible to borrow games. The Centre offers a console gaming service with a catalogue of games available to the public. Staff on duty during opening hours ensure the session runs smoothly by providing technical, practical and in-game support.

Rules and conditions:

- > The video games area is open during opening hours, as detailed on the website www.leb3.be and available at the B3 reception desk;
- > The area is open to children aged 6 and over, subject to the provision of parental consent (either at the time of registration or at the time of the first registration for a gaming session);
- > Children aged between 6 and 11 must be accompanied by an adult for the entire duration of the session;
- > Reservations are required at the Pôle Jeunes desk on presentation of a valid MaBibli Pass;
- > Any additional equipment (controllers, headsets) provided for the use of video games will be charged to the user's card;
- > The maximum playing time per week is 2 hours; bookings can be made in 1-hour slots;
- > There is no save function for games in progress; The maximum number of players per console is 2; The only external equipment permitted is a headset;
- > In the event of damage to equipment, all ongoing games will be stopped and the player responsible will be asked to replace the damaged item (with an identical, new item in its original packaging);
- > Players are asked to behave respectfully and considerately towards other players, people present in the Centre, the video game supervisor and the equipment;
- > Players are asked to keep noise levels to an acceptable level;
- > It is essential to adhere to the time slots so that the next players can take their turn on time;

- > Any user who fails to comply with the provisions of this annex is liable to the application of Article 7 of the regulations;
- > The choice of game is subject to the age restrictions recommended by the facilitator, based on the PEGI rating or the minimum age indicated on the game packaging.

APPENDIX 4

Multimedia access

Computers are available free of charge to all members of the Resource Centre who are up to date with their membership fees, for personal use.

The following are permitted:

- > browsing the internet;
- > the use of installed software;
- > printing of results in accordance with the current terms and conditions (set out in Appendix 2).

Any other use is prohibited. It is not permitted to disconnect a device. Any breach may result in suspension of access to this service.

Minors are prohibited from playing online video games on the Resource Centre's PCs.

The use of websites and email must comply with current legal provisions (copyright, respect for human dignity, etc.) and is the sole responsibility of users, who must use these facilities in groups of no more than two people and in a quiet manner (keeping noise levels down). Access to websites deemed contrary to the mission of the Resource Centre (in particular websites and games that glorify violence, discrimination or illegal practices, and pornographic websites) is prohibited. A filtering system has also been put in place to ensure compliance with this prohibition.

Usage is limited to a maximum of 10 hours per week.

It is possible to reserve a computer for a date and time of the user's choosing. Any reserved computer not in use after 15 minutes is automatically made available for open access.

If a user who has reserved a computer station is unable to use it, they must inform the Resource Centre staff before the start of the reserved time slot.

Users who accumulate several missed bookings may have their access to computer workstations suspended in accordance with Article 7 of these regulations.

Workstations dedicated to consulting the catalogue and the Resource Centre's digital resources are available to users without any time limit and without the need for prior registration.

The management accepts no liability for technical problems. Logging in using a personal username is personal and non-transferable.

APPENDIX 5

Conditions of access to the OPEN + system

The Open + system is software that allows adult users with valid registration status to access the Resource Centre outside opening hours.

Any adult or minor user enrolled at a higher education institution, with supporting documentation (such as a student card), registered with the Resource Centre and in good standing with their enrolment fees, may access the OPEN+ system by:

- > payment of an additional €2 per year on top of the €6 registration fee for the MaBibli PASS;
- > signing a terms of use agreement for the OPEN+ service.

Opening hours for the OPEN+ system are as follows:

Monday to Friday **from 6pm to 9.30pm**

Saturday **from 4pm to 8pm**

27 September, 2 November, 15 November and 26 December **from 10am to 8pm**

24 and 31 December **from 10am to 6pm**

16 Sundays a year during exam periods (to be confirmed each year) **from 10am to 8pm**

APPENDIX 6

FABLAB

CONTACT DETAILS

- > B3 – Place des Arts, 1 – 4020 LIEGE
- > Tel: 04/279 53 86
- > Email: exploratoire@leb3.be

LOCATION – B3

Levels 0 and 1, Wing B

CLEANLINESS

Fablab users undertake to leave their workstation clean and tidy before the start of the next booking session. This involves:

- > putting away equipment and returning each tool to its proper place;
- > cleaning the workstation;
- > to manage waste properly by placing it in the recycling bins.

SAFETY

The use of personal protective equipment is mandatory, in accordance with the pictograms displayed in the various work areas:

- > **Disposable plastic gloves** for cleaning with isopropyl alcohol. Gloves will be provided to users by the Fablab;
- > **Fine particle mask** for laser cutting or engraving;
- > **Safety goggles** for all laser cutting operations (Class 4 laser).

Users undertake to notify the organisers of any problems encountered, whether relating to workspaces, tools, machinery or inappropriate behaviour.

Users must be registered with B3 and book an appointment via the email address Exploratoire@leb3.be before using the machine park. When using a machine for the first time, users must, without exception, attend an introductory session with a facilitator. Furthermore, if the user wishes to have their file corrected by the Fablab team, the file must be sent two days before the appointment. The user must contact the facilitator in advance to find out which file formats to send.

No files will be retained by the Province of Liège beyond the end of the agreed booking period.

It is forbidden to use materials not included in the list below without the instructor's permission: paper – cardboard – plywood – leather – fabric

It is strictly forbidden to use materials containing chlorine.

IT

It is forbidden to store personal files on the provincial laptops provided. These are regularly wiped clean.

Creative Commons is an open-source licence that explains how to adapt another user's project. Full details of this licence can be found at <https://creativecommons.org/licenses/list.en>.

EQUIPMENT

The Fablab has a range of digital tools, a detailed list of which can be found on the website www.leb3.be.

THE DIGITAL SPACE

CONTACT DETAILS

- > B3 – Place des Arts, 1 – 4020 LIEGE
- > Tel: 04/279 28 94
- > Email: exploratoire@leb3.be

LOCATION – B3

Level 1 – Wing A

TECHNICAL EQUIPMENT

The Digital Space is equipped with screens, consoles, headphones and PCs; a detailed list can be found on the website www.leb3.be.

MUSICLAB

CONTACT DETAILS

- > B3 – Place des Arts, 1 – 4020 LIEGE
- > Tel: 04/279 28 94
- > Email: musiclab@leb3.be

LOCATION B3

Level 0 – Wing B

EQUIPMENT

The Musiclab is equipped with computers, synthesizers, speakers, microphones, etc., a detailed list of which can be found on the www.leb3.be

APPENDIX 7

Booking procedures for B3 activities

When booking tickets online, the participant will receive a confirmation email along with their tickets. The booking will only be confirmed and finalised upon receipt of this confirmation. Tickets may be:

- > either printed by the participant using the **print-at-home** method. For this coded ticket to be valid, all the following conditions must be strictly adhered to. This ticket must:
 - > be printed in full, in landscape (horizontal) format, without changing the print size.
 - > be of good print quality so that all the information on the ticket is perfectly legible.
- > be displayed on an electronic device (tablet, smartphone);
- > or printed at B3 if the booking is made directly with staff at the general reception desk.

This ticket features a QR code or barcode granting access to B3 to a single visitor. The purchaser is responsible for the use made of the ticket. The ticket will be verified using an electronic verification system. The ticket must be presented at the designated location on the day of the event. A valid official ID may be requested to verify the ticket holder's identity. Any copying or reproduction of tickets is prohibited.

Tickets are valid on the date and at the time stated on the ticket.

Access

In the event of cancellation of the activity due to force majeure such as strikes, fire, water damage, acts of state... (non-exhaustive list) or for safety reasons, the B3 Management will, where possible, offer users an alternative date to take part in the booked activity.

If no alternative date can be arranged or if the users concerned do not agree to the proposed alternative date, the cost of their ticket will be refunded.

Cancellation, dispute, complaint

Any cancellation, dispute or complaint relating to the sale of tickets must be submitted by email to tickets@provincedeliege.be.

These terms and conditions come into effect on 4 May 2026.



Province of Liège
B3 – Resource and Creativity Centre
Place des Arts 1 – 4020 Liège
04 279 54 00
www.provincedeliege.be/b3 ■ info@leb3.be