



## CREATION STATION POLICY

**The LESML Creation Station is designed to be a collaborative space equipped with a wide variety of tools, machines, materials, computers and other resources where individuals can gain and practice modern skills with state-of-the-art technology, access resources they could not obtain otherwise and a community of creative-minded people (makers) who make all kinds of things. Creation Stations are hubs for creativity and entrepreneurship. They can be the launch pad among other things new businesses and inventions. The space is used for brainstorming, visioning, problem solving, designing, prototyping, custom fabrication and repair.**

### Guidelines for Use

1. Use of the Creation Station requires a LESML card in good standing. Minor children must have their own card.
2. The Creation Station is staffed by LESML employees who are responsible for the proper use and maintenance of the equipment.
  - a. Makers under the age of 12 are required to have parent/guardian supervision at all times.
  - b. Those under the age of 8 are not permitted in the Creation Station under any circumstances.
3. LESML's equipment is intended for educational purposes and prototyping purposes. LESML staff reserve the right to refuse the creation of any object. The public will not be permitted to use LESML's equipment to create or manipulate objects that are:
  - a. Weaponry or parts of weaponry of any kind.
  - b. Prohibited by local, state, or federal law.
  - c. Unsafe, harmful, dangerous or pose any immediate threat to the well-being of others.
  - d. Deemed to be offensive or inappropriate in a public setting, as determined by staff.
  - e. In violation of another's intellectual property rights; for example, the equipment may not be used to reproduce material that is subject to copyright, patent or trademark protection.
4. All library policies apply to patrons using the Creation Station. The library reserves the right to deny access if a patron violates any part of the library's policies, or for any other misuse of the space, as determined by library staff. LESML reserves the right to remove any person from the Creation Station who is in violation of the LESML policies.

5. Each piece of equipment may be reserved up to 2 hours per certified user (1 x per day) in advance.
6. Equipment may be booked simultaneously at the discretion of Creation Station Staff.
7. No-shows: reservations are held for 15 minutes. Once this time elapses, the library staff reserves the right to re-assign the reserved time to someone else.
8. Commercial or large-scale production use of the Creation Station equipment is not allowed.
9. Makers must sign a waiver and complete any required machine-specific training before using or reserving Creation Station equipment.
  - a. Patrons under the age of 18 may use the Creation Station after having a parent or guardian sign a waiver with them.
  - b. Waivers and Certification Forms will be verified prior to use.
10. LESML and LESML staff members are not responsible or liable for lost or damaged files, data, software errors, hardware errors or 3D printing errors.
11. Patrons are responsible for having their own method of external storage (USB Flash Drive, Cloud Storage, etc.) for digital creations. All files created are automatically erased once computers are rebooted. Flash drives are available for purchase from the front desk. The library is not responsible for equipment or files (digital or print) left behind by patrons.
12. Makers will not modify hardware or software or install new programs on Creation Station computers.
13. Makers are responsible for the cost of repairs, replacement, or damage that occur during use of the equipment.
14. Some materials supplied by the Creation Station user must be approved by a LESML staff member prior to use (e.g. Glowforge). We encourage makers to buy supplies locally (if possible).
  - a. Some machines require library supplied materials: 3D filament and button maker supplies. Check with Creation Station librarian for current costs/fees of library-supplied materials.
  - b. 3D print items must be paid for in full at the time of printing. The library is not responsible for the quality of the print and/or any defects in the quality of the print. No refunds will be issued.
  - c. Finished 3D print jobs should be collected within seven days of completion. Print jobs not collected may be used by LESML for display or other purposes.
15. Patrons must remain in the Creation Station while using the Glowforge.