

Bastrop Public Library

CREATION STATION POLICY

Purpose

The Bastrop Public Library has created a Creation Station to provide opportunities to foster curiosity, creativity, imagination, collaboration, and critical thinking skills. Patrons are encouraged to engage with items (i.e. 3D printer, CNC Vinyl Cutter) and one another to create and explore.

Safety

- I. Children eight years old or younger must be supervised by a parent or guardian.
- II. The Creation Station is a gathering space that may be utilized by individuals or small groups unless it is reserved for a Library program.
- III. Appropriate safety-wear must be worn when working with certain tools (i.e. goggles, gloves).
- IV. Never work while you are impaired, overly stressed, tired, or otherwise unable to work carefully.
- V. Use equipment in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff have the right to end the use of equipment if deemed necessary.
- VI. Due to the lack of proper ventilation, only PLA (polylactic acid, plant based) filament may be used for 3D printing.
- VII. Alert staff to malfunctioning equipment.
- VIII. Take precautions to prevent avoidable mess or damage in the Creation Station. Avoid wastefulness.
- IX. Always clean up after yourself and keep the work area clean.
- X. Report all injuries to staff immediately.
- XI. Bastrop Public Library's Patron Behavior Policy must be adhered to while in the Creation Space. This policy is posted at the entrance of the Creation Station.

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Availability

- I. Open Lab
 - a. Open Lab encourages individuals to play and explore at their own will. Open Labs are available to all ages and individual instruction will occur to assist patrons with troubleshooting and problem solving.
 - b. Open Lab is scheduled time on the Library's calendar with direct staff supervision.
- II. Programs
 - a. Programs are structured activities within the Creation Station. Programs are planned for targeted audiences and may or may not require a pre-registration depending on the supplies necessary for the program.
 - b. Programs are scheduled times on the Library's calendar with direct staff supervision.
- III. Individual Use
 - a. Individual use outside of Open Lab or Program activities is not available.

Guidelines

- I. Equipment, tools, materials, and/or supplies are available on a first-come, first-served basis.
- II. Only library computers may be used to connect to the technology and/or equipment.
- III. Creation Station equipment may not leave the library building.
- IV. Patrons may not use the Creation Station to create:
 - a. Items that are prohibited by local, state, or federal law;
 - b. Items that violate the manufacturers' terms and use of the equipment;
 - c. Items that violate another's intellectual property rights (i.e. items that are subject to copyright, patent, or trademark protection).
 - d. Jobs that are too large or complex or that violate the Patron Behavior Policy;
- V. The library does not accept responsibility if a project is destroyed, prints incorrectly, fails to work, or if a patron's personal equipment is damaged or destroyed while using the library's equipment.
- VI. Patrons must pay for the plastics and other materials used to create independent projects.

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- a. Charges will be paid at the time of pick up.
 - b. Refunds will not be given.
 - c. Material charges for projects:
 - i. The library charges \$0.10 per gram for 3D printer filament.
 - ii. The library charges \$1.00 per linear foot for CNC vinyl used.
- VII. Objects unclaimed after seven days will become property of the Library and may be discarded.

Equipment

- I. 3D printer
 - a. Patrons may submit only one file at a time for printing. Staff will perform the actual print job.
 - b. The library reserves the right to delay or change the printing order of projects based on the project's estimated print time.
 - c. If a project fails to print correctly after three tries, the library staff will abort printing.
 - d. The Library does not guarantee complete patron privacy during the printing process as printing may be done in a public space.
 - e. All files will be deleted following the completion of the project.
- II. CNC vinyl cutter
 - a. Patrons may submit only one file at a time for printing. Staff will perform the actual print job.
 - b. The library reserves the right to delay or change the printing order of projects based on the project's estimated print time.
 - c. All files will be deleted following the completion of the project
- III. iPads and laptops
 - a. Patrons may only use library iPads and laptops for Creation Station activities.
 - b. iPads and laptops are to be returned to the charging port or other location designated by library staff when use is completed.

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IV. Other Creation Station Items

- a. Other Creation Station items include kits, equipment, tools and games.
- b. Other Creation Station items are only available during programs.
- c. Other Creation Station items are available only with direct staff supervision.
- d. The following is not necessarily a complete list of additional items available during programs.
 - i. Blocks Rock!
 - ii. Keva blocks
 - iii. Strawbees
 - iv. K'nex
 - v. Legos
 - vi. WeDo kits
 - vii. Buddha Boards
 - viii. Spinning puzzle
 - ix. Button maker
 - x. Accucut Die cut machine
 - xi. Perler beads
 - xii. Suspend game

The Library Director or his or her designee is responsible for administering this policy. The Library Director may refuse a library patron's request to use any equipment at any time. Failure to abide by this policy may result in revocation of the library patron's privileges to use equipment in the Creation Station or attend any Creation Station programs.

Library Board Approval: 2/4/2019