

Creation Lab Policy and Procedure

PURPOSE

The Library desires to offer community access to new and emerging technologies to inspire a new interest in design, innovation, creativity, and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's Creation Lab.

POLICY

The Library's Creation Lab is available to the public, who are registered and in good standing with an Altoona Area Public Library card, to use the equipment, and computers that are housed in the Creation Lab.

- I. The Library's Creation Lab may be used only for lawful purposes. The public will not be permitted to use the Library's Creation Lab equipment to create material and/or digital content that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the computers, cameras, and audio recording equipment will not be used to reproduce material that is subject to copyright, patent or trademark protection.
 - e. The Library is not responsible for content created and/or published on websites or social media.
- II. The Library reserves the right to refuse access to the Creation Lab to any patron.
- III. Cost: There is currently no cost to rent the Creation Lab. The lab and all its contents were funded by a grant from the Library Services and Technology Act. The person (or parent/guardian/school) renting the timeslot agrees to pay for the loss of, or damage to, any items, and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or total. This restitution amount could be equal as much as the replacement cost of the item. The fair restitution will be charged to the credit card account number provided on the Creation Lab agreement form.

PROCEDURES

The procedure for renting the Creation Lab at the Altoona Area Public Library is as follows:

- I. Reserving a timeslot:
 - a. Persons or institutions wanting to reserve a timeslot for up to three (3) hours in the Creation Lab shall email their request, including a short description of the reason for the

request and estimated time needed (up to 3 hours) to Creationlab@altoonalibrary.org and staff will add the timeslot to the Creation Lab calendar. Staff will work with patrons to best accommodate their schedules but the room will be reserved on a first come first serve basis. A confirmation email will be sent in response to the timeslot request.

- b. If there is high demand, the Library will only schedule one three (3) hour time slot per person, or group of people working on a single project, per day. A maximum of six (6) people will be allowed in the Creation Lab at one time.
 - c. On the day and time of the scheduled timeslot the patron using the Creation Lab must bring a valid ID, Altoona Area Public Library card, and credit card. A copy of the Creation Lab agreement form must be filled out and signed at the Adult Circulation desk. If the patron requesting the timeslot in the Creation Lab is not 18 years old, a parent or guardian must be present to also sign the form. No minor(s) under the age of 14 will be permitted to use the Creation Lab without adult supervision.
 - d. Special accommodations can be made for educational institutions seeking to incorporate the Creation Lab into their curriculum.
 - e. At the end of the allotted timeslot the patron is expected to return the Creation Lab to the original condition it was found in. If for any reason this cannot be achieved, Library staff must be notified. Any and all personal affects, materials, projects, or files must be taken by the patron at the end of the timeslot. Items left will be held for seven (7) days and then discarded.
 - f. Any accident or incident that occurs in the Creation Lab must be reported to Library Staff immediately.
 - g. Library staff must be notified if a piece of equipment becomes damaged, malfunctions, or is unsafe. Items used in the Creation Lab must be returned in the same condition as they were issued.
 - h. Library patrons are expected to abide by the same behavior policy that applies to the rest of the Library while using the Creation Lab.
- II. Please note that procedures governing the use of the Creation Lab are subject to change.