

STC CREATIVE & EQUIPMENT USE POLICY

The St. Charles Public Library District (Library) designed STC Creative, a makerspace, to provide opportunities for patrons to craft using traditional tools and, new and emerging technologies. The Library offers access to space, technology, tools, equipment, guidance and training to help the community bring creations to life.

STC Creative space and all associated equipment is available to St. Charles Public Library card holders. The space is designated specifically for projects involving the use of STC Creative equipment and cannot be reserved for other reasons.

- 1) The STC Creative space, tools and equipment may be used only for lawful purposes. Tools provided by the Library may not be used to create weapons or material 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.
 - c) Inappropriate for the Library environment.
 - d) In violation of intellectual property rights. For example, the equipment will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- 2) The Library reserves the right to refuse support and the creation of any project.
- 3) The Library is not responsible for failed projects.
- 4) The Library will not be liable for functional failure, property damage, or injuries caused by objects or materials made through the use of STC Creative. The Library strongly recommends that STC Creative tools and equipment not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail.
- 5) Material: Some materials may be purchased, at cost, from the Library. Specific pricing is available by contacting the Technology Help Desk.
- 6) Food is not permitted in STC Creative or in the sound booth. Drinks are permitted in covered containers only. Drinks in the sound booth must further be in spill-proof containers due to the proximity of sensitive electronics.

- 7) Some tools and equipment, including the 3D printers, may require designated Library Staff to assist or operate, independent of one's skill or outside experience. A Library staff member will be available to provide training, answer questions, and help resolve equipment errors. Patrons are responsible for the completion of their projects.

Approved: 10/13/21

Revised: 5/8/24