

# Creative Techspace Policy

Madison Heights Public Library.

Effective: DRAFT. V1.

## Purpose:

The Creative Techspace provides community members with access to tools, technology, and creative resources to encourage learning, innovation, and collaboration. This policy establishes guidelines for safe, equitable, and responsible use of the space and its equipment.

## Eligibility and Access:

1. All library policies apply to all activities and use of the Creative Techspace.
2. The Creative Techspace is available for general public use, but the library reserves the right to grant priority use to Madison Heights residents.

## Equipment Use and Restrictions:

1. Lawful Use:
  - Equipment in the Creative Techspace may be used only for lawful purposes. The public will not be permitted to use the equipment to create material that is:
    - Prohibited by local, state, or federal law or regulation.
    - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
    - Obscene, sexually explicit, or harmful to minors, as defined in Michigan Compiled Laws, Act 343 of 1984.
    - Weapons or real world weapon replicas of any kind.
    - Produced in bulk quantities.
    - In violation of another's intellectual property rights. Users are responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. The Library disclaims any responsibility or liability resulting from such violations.
2. Equipment Skill Levels:

- Green: Patrons can operate independently. Staff or instructional resources are available for guidance.
- Yellow: Patrons must review manuals or have an orientation with a staff member before use.
- Red: Equipment may only be operated by or with Creative Techspace staff.

### 3. Reservations and Use:

- Users must register for equipment use.
- Equipment in the Creative Techspace is available for use on a reservation basis. If no reservations exist, a first-come, first-served basis is used for available equipment. Not all equipment may be available depending on staffing, maintenance schedules, or other unforeseen issues.
- Sessions may be limited to a maximum of 2 hours depending on demand.
- Projects left unattended for more than 10 minutes may be cleared for other users.
- Techspace stops accepting new projects 30 minutes prior to library closing and fully closes 15 minutes before the library closes.

### 4. Materials and Supplies:

- Patrons must supply their own materials unless otherwise noted. Some materials may be available for purchase.
- Patrons are financially responsible for any and all damage done in the Creative Techspace and its equipment resulting from misuse or failure to follow all rules, policies, procedures, and restrictions. Users agree to pay for the loss or damage to any items and accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of library's items in part or total.

## Safety and Conduct:

### 1. Safety Procedures:

- Follow all equipment safety procedures as documented in the provided instructions, training sessions, programs, and/or as detailed in the available manufacturer's manuals.
- Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify library staff immediately.

- Report any accident/incident that occurs to Library staff at the time of the accident/incident.
- Return items in the same condition as they were issued, barring normal wear and tear.
- Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use, and inform Library staff of any issues.

## 2. Liability and Damages:

- The Library is not responsible for:
  - Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Creative Techspace's tools or equipment.
  - Any loss of digital data or damage to materials provided by users.
  - A project that is destroyed, does not print correctly, or does not work.
  - Refunds for purchased materials.
  - A user's personal equipment (e.g., USB drives, DVDs) or materials if damaged or destroyed while using the tools or equipment in the Creative Techspace.
  - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.
  - The content or items created in the Techspace do not reflect the views of Madison Heights Public Library.
- Library staff reserve the right to:
  - Stop a request due to time or equipment capabilities.
  - Set a limit on the maximum number of projects per user.
  - Close down the Creative Techspace at any time for programs or maintenance with little or no notice.
  - Review and approve all users' materials before using specific equipment in the Creative Techspace.
  - Refuse any request/service. If denied, a user may appeal that decision to the Library Director by sending a written notice of appeal to the Library Director within 10 business days of the initial denial.

- As previously noted, all Library policies apply to the usage of the Creative Techspace. Failure to comply with Creative Techspace or Library policies may result in the loss of Creative Techspace or Library privileges.

### Policy Review:

This policy will be reviewed as needed and updated to reflect new technologies, safety standards, and community needs.