

Massapequa Public Library

Create Lab Use Policy

EFFECTIVE DATE: February 13, 2024

APPLICATION: Library Staff and Patrons

STATEMENT OF PURPOSE: The Massapequa Public Library established the Create Lab to further the creative learning and technological experiences of library patrons. The Create Lab supports the mission of providing opportunities to design projects, collaborate with other participants and gain practical experience with new forms of technology. The Create Lab will emphasize new technology used for creativity and fabrication. These include, but are not limited to paper cutters, robotics, computer programming, digital design, cooking and button makers.

POLICY:

- The Create Lab is only available for use by Massapequa Public Library cardholders in good standing.
- Patrons are responsible for any damaged and/or missing equipment and will be charged the replacement cost for the damage and/or the missing equipment.
- Beverages and food are prohibited except as part of cooking programs.
- Children 5th grade and under must be accompanied by an adult (18 or older) at all times.
- Patrons will schedule appointments with the Information Technology Department to use the create lab technologies.
- Appointments can be scheduled for 30-minute intervals up to a combined total of four (4) hours based on availability.
- The Create Lab may not be utilized to promote any product, service, business or financial interests.
- The room capacity is limited up to twelve (12) people but may be modified by Library staff depending upon usage.
- Projects made by patrons that are not picked up within seven (7) days will become the property of the Library.
- All requests must be reviewed and approved by Library staff.
- IT staff is available to assist, but patrons must have basic knowledge of the technology they want to use.
- Patrons may bring supplies for personal projects.
- If you create a project and it is not completed to your satisfaction, there are no refunds or credits.

- The following costs apply:
 - Button Maker – \$.25 per button
 - Doodler Pen – \$.25 per 15 minutes of usage
 - Cricut Machine – please bring your own material for cutting – we have cartridges available for use
- Patrons can be denied usage of the Create Lab if they do not follow the Create Lab Policy regarding usage and safety.

PLEASE NOTE: The 3D printers are housed in the Create Lab but usage and function are covered in the 3D Printer Policy and not subject to Create Lab reservations.

RESPONSIBILITY: It is the responsibility of the Information Technology Department and Library staff to make sure this policy is adhered to.

APPROVED: February 12, 2024

REVISED:

REVIEWED BY/ON: