



POLICY

Policy Type: Library Services **Policy Number:** 03-16
Policy Title: Creators' Community

Purpose:

The purpose of this policy is to outline the *Creators' Community* service as offered to Library users.

General:

St. Thomas Public Library provides public access to the Creators' Community in keeping with its role of providing equal access to information and resources which meet the needs of the community.

Application:

This policy applies to all who use the Creators' Community services or programs.

Guidelines:

Creators' Community services are available during normal Library hours, provided staff are available.

Creators' Community services are available to members of the St. Thomas Public Library. A valid St. Thomas Public Library card must be presented to staff before using any Creators' Community services.

Reservations can be made for a maximum of two (2) hours by speaking with Library staff in person on a first-come, first-served basis. Reservations are only held for ten (10) minutes after they are scheduled to begin. Multiple reservations within a five (5) consecutive day period will be at the discretion of the Library staff.

No food or drinks of any kind are permitted when using Creators' Community Services.

Users must save their work on an external memory source to ensure that it is not lost. Files saved on the Library computers will not be saved.

Library Staff can offer assistance, depending on availability. Customers who require extra help or training are encouraged to make an appointment. When providing assistance, Library Staff will be guided by the Library's Policy on Intellectual Freedom.

Users are responsible for covering costs as per the Regulations-Schedule of Fees and Fines, whether 3D printed items, vinyl cut images, or other items.

Users are required to use all Creators' Community services in a responsible and ethical manner. Users may not create any items which could be construed as a weapon. All users must adhere to all Library Policies and current applicable laws, including but not limited to copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the 'Ontario Human Rights Code' or is in the opinion of the Library Staff obscene, harassing, racist, malicious, fraudulent, libelous, or offensive. The Library is not responsible for any infringement of copyright, or any other violation.

Users who damage Library equipment will be charged for the replacement cost of the equipment. The individual whose name appears on the reservation will be responsible for any damage or misuse of the equipment, even if a group is working on a project together. Any user who introduces a virus, misuses or damages the equipment, attempts to delete or modify either hardware or software, will be held liable for all damages.

The use of any Creators' Community hardware (including but not limited to laptops, 3D pens, and audio-visual equipment) are intended for in-library use only are not to be removed from the building. Failure to return such items on time will result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.

The Library Board reserves the right to revoke any user's access to Creators' Community services if usage is not in compliance with this policy.

The Library reserves the right to review 3D designs and refuse printing if deemed inappropriate to Library staff. The Library reserves the right to contact a parent or guardian in the event that a user under the age of 16 violates this policy.

The Creators' Community is an evolving resource; therefore, this policy is subject to Board review and revision.

Related Policy: 03-04 Regulations-Schedules of Fees and Fines
03-18 Policy on Intellectual Freedom

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