

CREATE COLLECTION POLICY



The Riverside Public Library provides a CREATE Collection to support its mission to provide a broad range of informational, educational and recreational resources to serve the diverse needs of the community. Patrons wishing to use the CREATE collection must read the policy and sign the CREATE waiver before doing so.

The use of the CREATE Collection is governed by the following:

POLICY:

The Library's CREATE Collection may be used only for lawful purposes. The public is prohibited from using the equipment to create material that is

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of agreement of manufacturers).
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights. The equipment in the Collection may not be used to reproduce materials that are subject to copyright, patent, or trademark protection.

Patrons will not modify any of the hardware or software, or install new programs onto the Library's computer.

The Library reserves the right to deny access to the CREATE Collection if a patron violates any of this policy, or for misuse of the space the equipment is housed in, as determined by Library staff.

PROCEDURES:

Patrons must have a current Riverside Public Library card to use the Collection.

All patrons aged 13 or up may use the CREATE Collection. Patrons aged 12 and under may use the Collection if supervised by an adult (18 or older) at all times.

Eligible patrons may make a reservation for up to 2 hours of equipment use. Projects expected to take longer require approval by the Director.

When reserving the CREATE Collection equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If there are no reservations, equipment can be used by walk-ins on a first-come, first-served basis.



Some equipment requires training before a patron may use it. The links to the appropriate training will be on the Library's website. The Library will keep a record of which pieces of the Collection each patron is trained to use.

The CREATE Collection and devices are free to use.

Patrons are responsible for having access to design software for the Cricut machine, and other devices requiring the same. The Library will have a laptop available to use to access patrons' software accounts, but will not have a patron-use account.

Some supplies are available for a fee. Please see the Supply Price list to ascertain what is available. Patrons may bring their own materials to use with the collection if they wish. When doing so, patrons should show the material to Library staff before using it so they can make sure it can be used safely with the CREATE collection.

Library staff will make sure equipment is set up for patron's use. Staff are not able to provide project assistance. Links to websites that can assist the patron will be made available on the Library's website.

CREATE Collection equipment may not be left unattended while in use.

Patrons are responsible for making sure all equipment is turned off and the work area is cleaned when they are done using the CREATE collection.

If any CREATE equipment is found to be damaged or missing when a patron is finished using it, that patron will be subject to a fee.

No food or drinks will be allowed with the CREATE equipment within the Library.

If CREATE tools or equipment breaks, or if any accidents occur during use, let Library staff know immediately.

GUIDELINES:

Patrons must follow all safety guidelines and exercise caution with all CREATE equipment.

The Library is not responsible for any injuries caused by improper use of equipment.

All patrons are responsible for logging out of any programs if they are using the Library's computer.

All patrons must clean their work area and any equipment before leaving.

Patrons must read and sign the Library's CREATE collection Liability Waiver before using the collection.





CREATE COLLECTION AGREEMENT

By signing this Policy, I indicate that I understand the terms of this Policy and Procedures and agree to abide by it when using the equipment.

Borrower's Signature

Date

Email address

Phone

Signature
(Parent or Legal Guardian's signature if under 18)

Date

