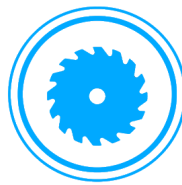


# Creation Station Orientation



MAKE IT AT YOUR LIBRARY



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**Abilene Public Library**

Main Library, Basement

202 Cedar St.

Abilene, TX 79601

[www.abilenetx.gov/apl](http://www.abilenetx.gov/apl)

# Creation Station Usage Policy

Approved by the Library Board May 1, 2017

## **OVERVIEW**

The Creation Station aims to be a flexible, participatory learning environment where any Abilene Public Library patron can utilize a host of hands-on learning opportunities, gain access to the latest technology to encourage entrepreneurship, and to help our patrons (Makers) to become more creative and empowered with new skills. The Abilene Public Library wants Makers of all sorts to be able to share the space and equipment with one another. In order to achieve this goal, users of The Creation Station must observe not only the library's policies, but the additional policies and responsibilities listed here. Failure to do so may result in the revoking of The Creation Station privileges and/or library privileges as outlined in the library's Patron Behavior Policy.

## **REGISTRATION AND ACCESS TO THE CREATION STATION**

Makers must be an Abilene Public Library cardholder in good standing. Prior to using The Creation Station for the first time, Makers must complete the Maker Waiver Form, present their library card, and verify their identity with a photo ID. Before each subsequent use, Makers must check in with The Creation Station staff with their library card or photo ID.

## **ACCESS TO THE CREATION STATION FOR MAKERS UNDER 17**

The Abilene Public Library's unattended Child Policy applies to The Creation Station. Makers under 17 must have a parent or guardian present to sign the Maker Waiver Form. Makers aged 12 and under must be accompanied by a parent or guardian at all times unless participating in a formal maker program supervised by library staff. The age restrictions will be identified on the usage guidelines for each piece of equipment.

## **USING THE CREATION STATION EQUIPMENT**

- o Some equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has attended a training class for that certain piece of equipment, and received approval from staff for each use.
- o When using any equipment without a training requirement in The Creation Station, the Maker certifies that they are capable of using the equipment in a safe and proper manner, and must follow the safety guidelines listed on the equipment's usage sheet. Staff may not be available to assist with the use of any of the equipment.
- o The Creation Station is not responsible for any defects or the quality of any of the equipment in The Creation Station. If any of the equipment begins to act unsafe or incorrectly, immediately discontinue use and notify The Creation Station Staff. If you notice any damage to the equipment, please notify staff and ask approval before use.
- o Equipment borrowed must be returned in the same condition as issued, barring normal wear and tear. Makers agree to pay for the loss of or damage to any items due to misuse.
- o Makers may temporarily lose equipment access and require retraining on equipment if they: 1. cause the equipment to be out of service; 2. do not follow the equipment usage guidelines; 3. demonstrate a lack of the basic knowledge required to use the equipment.

- o Makers may lose their equipment access if retraining is required more than one time per piece of equipment.

#### **OTHER RESPONSIBILITIES FOR CREATORS**

- o Makers agree to keep their work space neat and to return all equipment to its proper place when finished.
- o A Maker must be in reach of the equipment at all times while it is in use.
- o Makers must immediately notify staff of any accident or incident of policy violation that occurs in The Creation Station.
- o Makers must pay all fees at the time The Creation Station equipment and services are used. If not paid, The Creation Station staff reserve the right to refuse service and/or keep any items not paid for.
- o Any personal effects, supplies or equipment left unattended or stored in the space are not the responsibility of The Creation Station or Abilene Public Library.
- o Food is not allowed only in the Creation Station. Drinks are allowed in the Creation Station as long as they are in an enclosed container.
- o Makers must respect the intellectual property of others and U.S. copyright laws.

#### **EQUIPMENT AVAILABLE FOR USE WITHOUT REQUIRED TRAINING:**

- o Sewing Machine
- o Sizzix
- o Laminator
- o Hand Tools
- o Iron
- o Cricut Easy Press

#### **EQUIPMENT AVAILABLE THAT REQUIRES TRAINING:**

- o Cricut – Requires Cricut Design Training
- o PolyPrinter – Requires 3D Design Training
- o 1 - on - 1 Training is available by appointment only
  - o Contact the Creation Station Coordinator

#### **CREATION STATION'S HOURS OF OPERATION**

- o Monday, Tuesday, Thursday 9:00 AM - 9:00 PM
- o Wednesday, Friday, Saturday 9:00 AM - 6:00 PM
  - o All equipment is available on a first come, first served basis.

**Disclaimer:** While the Creation Station staff will make every effort to oversee the use of the Creation Station's equipment, use of the equipment is not under direction or control of the Creation Station. Neither the Library nor the City of Abilene is responsible for any object created with the use of the equipment. The City of Abilene is not responsible for harm or injury incurred as a result of the use of equipment in The Creation Station.

# General Safety Guidelines

## IN AN EMERGENCY DIAL 911

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### GENERAL GUIDELINES FOR THE SPACE

- o Follow the instructions for each piece of equipment
- o Report any unsafe behavior, injuries or malfunctioning equipment to staff
- o Don't take equipment out of the Station
- o Keep cabinet drawers and doors closed
- o Clean and return any item to its proper storage when not in use
- o No horseplay, startling, or distracting others

### ABOUT YOU

- o Safety goggles, gloves, ear protection, and masks are all available
  - o **It is your responsibility to use the proper safety equipment for your project**
- o Be aware of locations of first aid equipment
- o Remove or fasten any loose clothing and/or jewelry
- o Tie back or cover long hair
- o Wear closed toed shoes
- o If you are not sure what you are doing, ask the Creation Station staff
- o Never operate machinery if tired or in a hurry

### ABOUT THE EQUIPMENT

- o Use tools only as they were designed to be used
- o Check tools for damage before using and never use a broken tool
- o Make sure that everyone is clear of the machines before turning the power on
- o Keep all safety guards on the machines in their correct position
- o Keep hands, fingers and hair away from the blades or other moving parts
- o Stay clear of machines being operated by others
- o Stay focused on your work at all times while operating equipment
- o Shut off and unplug items when you are finished using them
- o Let hot items cool completely before handling and/or storing
- o Always close or cover blades, if possible, when not in use

**Failure to follow these guidelines may result in the revoking of  
The Creation Station privileges and/or library privileges**

## Abilene Public Library

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Abilene, TX 79601  
325-676-6025

