CreationStation Guidelines for Usage

Authority: Guidelines for Use of the Library (PPM CLO-101) and Electronic Access to Information (PPM CLO-1107).

Use of the CreationStation is limited to the creation of multimedia content and training on equipment associated with the CreationStation.

- The CreationStation is available to all Palm Beach County residents.
- The CreationStation is open during normal Library hours, but closes 30 minutes prior to the Library closing.
- Individuals ages 16 and up may use the CreationStation. Youth ages 15 and under must have an adult willing to take financial responsibility for use of the CreationStation accompany them in the CreationStation at all times.
- The CreationStation is available to an individual or group for 2 hours at a time. Sessions may be extended if no one is waiting. Users may reserve the CreationStation up to one week in advance for a maximum of two hours per day per user or group. Only one advance reservation may be held at any time. Reservations can be made in person or by phone at the Research Desk. A reservation will be held for 20 minutes, at which time the reservation will be cancelled.
- When using the CreationStation, users must register at the Research Desk, leaving one of the following forms of identification with a staff member (to be picked up at the end of the session):
    - Valid Palm Beach County Library Card
    - Valid Florida Driver's License with a Palm Beach County address
    - Any other valid government-issued ID with photo showing a current Palm Beach County address
- Upon check-in, users must complete a User Agreement with a checklist indicating equipment being used and acknowledging acceptance of responsibility for care of equipment.
- No food or drinks are permitted inside the CreationStation.
- Use of the CreationStation is limited to one person or group at a time. Groups may include a maximum of 4 people at any given time unless prior arrangements have been made with library staff.
- The CreationStation will be available on a first-come, first-served basis unless previously reserved.

- Books, online tutorials, and help guides are available. Users may also schedule a 30-minute appointment to receive basic assistance from a library staff member.
- Library staff are not available to assist in the transporting and transferring of supplies, equipment, or furniture to and from the CreationStation.
- All equipment must stay within the CreationStation. Any problems associated with equipment or peripherals should be reported to the Research staff immediately.
- All users are responsible for saving their content on their own external drive, to a cloud based service or other remote location prior to the end of their session. Ultimate responsibility for maintenance of privacy and prevention of data loss lies with the user.
- The Library is not responsible for personal equipment or files (digital or print) left behind by user. The Library assumes no responsibility for loss or damage to the user's computer, software, data, or for any damage arising from the use of the CreationStation equipment, the Library's technology (hardware/software) or the Library's Internet connection.
- The user accepts financial responsibility for any and all damage caused to the Library building and/or equipment beyond normal wear. The individual who leaves their ID at the Research Desk and completes the User Agreement will be considered the main user and is responsible for any damage or misuse of the building and/or equipment if a group is using the CreationStation.

<u>These guidelines are subject to change.</u>

creationstation