



Please read the following Creation Space Use and Safety Guidelines. These rules are designed to keep you safe and to make the space a welcoming place for all. Thank you for coming!

Creation Space Guidelines

The Creation Space is available to all La Crosse Library users and staff. Children under 16 should have a responsible caregiver when using potentially dangerous or fragile equipment including 3D printers, the heat press, desktop cutting tools, and sewing machines.

All users must:

- Be courteous to library staff and other Creation Space users.
- Provide their own external storage devices and/or media. All images, videos, recordings, and projects will be removed from the Creation Space equipment after use. LPL (La Crosse Public Library) is not responsible for files (digital or print) left behind.
- Avoid wasting consumable supplies and materials.
- Keep Creation Space supplies and materials in the Creation Space.
- Take precautions to avoid causing unnecessary mess or damage in the Creation Space.
- Clean up their workspace in the Creation Space following use. The Maker agrees to inform a staff member in the event that they are unable to return a work surface, tool or equipment to its original state.
- Willful misuse of the equipment will result in loss of use privileges.
- Machines may be unavailable during programs.
- Only LPL computers may be connected to LPL machines, unless specifically noted otherwise.
- There is no guarantee of quiet in the Creation Space.

Hours of Operation

The Creation Space hours of operation are independent of La Crosse Library Hours. Hours may be subject to change for holidays or staffing reasons. Hours will be posted in the Creation Space and on the La Crosse Library website. All projects must be completed during standard hours of operation unless otherwise arranged with staff.

Requests to use the space outside of regular hours may be made by current partners and should be made by email to helpdesk@lacrosselibrary.org at least three business days prior to the meeting or event in question. All requests are filtered through the Access and Engagement team on a first come first serve basis with respect to open hours and program schedules.

All reservations are to be tracked on appropriate calendars for spaces to allow for assessment and tracking purposes.

Usage Limitations

Patrons may only use one machine at a time and may be required to sign up in advance in cases of high demand. If machines are available, staff may approve the use of multiple machines at one time, on a case-by-case basis and at the discretion of staff.

Patrons may not utilize the Creation Space for any type of commercial use. Selling of items created in the Makerspace is not permitted.

3D Printing Limits

The maximum allotted time for 3D printing is 3.5 hours. If your print is estimated to take more than 3.5 hours, you must obtain staff approval before starting your print. Prints must be monitored by users for at least 30 minutes prior to leaving them unattended. Prints may never exceed 12 hours in print time. Staff reserves the right to stop a print if approval was not obtained or if the print is at risk of failing.

Free Material Limits

Free materials are a courtesy provided by La Crosse Public Library. We cannot guarantee the availability of any materials at

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any time. You may bring your own supplies. Creation Space staff will be available to approve any outside materials brought into the space. You may contact libraryhelpdesk@lacrosselibrary.org for an approved outside materials list or to inquire about donating materials.

Open Lab Hours

Walk-in use of equipment in the Creation Space is on a first-come, first-served basis. Limited staff assistance will be available during Open Hours. For more in-depth assistance or to be trained on a particular machine, users may schedule an appointment with a staff member.

3D Printing Policy

Users may not use equipment to create objects that endanger themselves or others.

Staff have the right to delete, stop, or disallow any project that violates this policy or general library behavioral expectations.

The Library staff reserve the right to change the print queue as needed.

Printed items are to be picked up within 7 days.

This policy applies to all 3D printers, laser cutters, heat presses, and other tools and machines owned, leased, or operated by the library, or that are otherwise located on the library's premises, and to all persons who may use such devices. Print quality or functionality is not guaranteed, and the library is not responsible for printing or manufacturing errors or damage to printed or manufactured items. Devices like 3D printers, CNC systems, and laser cutters may be used only for lawful purposes. No one will be permitted to use any such devices on Library property to create material that is, or can be used as or interpreted to be the following:

- a "deadly weapon," "firearm," "explosive device," "incendiary device," "dangerous ordinance," or "explosive" or any part thereof. A dangerous weapon is further defined by Library policy as any instrument, device, or object capable of inflicting physical harm or death; and designed or specifically adapted for use as a weapon; or possessed, carried, or used as a weapon.
- in violation of another's intellectual property rights (e.g. copyright, patent, trademark, etc.) or personality rights (e.g. name, image, likeness, etc.).
- in violation of any applicable contract and license associated with the hardware and software used to operate the technology;
- unsafe, harmful, dangerous, or poses an immediate threat to the health or safety of others
- in violation of La Crosse Library Policy or Behavior Expectations
- in violation of any state or federal law or regulations, including but not limited to State Statute 941.2965
 - I. In this section, "facsimile firearm" means any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. "Facsimile firearm" does not include any actual firearm.
 - II. No person may carry or display a facsimile firearm in a manner that could reasonably be expected to alarm, intimidate, threaten or terrify another person. Whoever violates this section is subject to a Class C forfeiture.
- obscene, libelous, or otherwise not protected by the First Amendment;

Safety Guidelines

General Lab Safety

Secure all scarves, neckties, loose-fitting clothing, or jewelry when using machinery in the Creation Space. These items can be caught in the equipment and cause injury.

Keep hands and arms away from machinery during operation.

Never use a broken tool or machine. If you notice a tool or machine is broken, inform a staff member right away.

Keep the floor clear of clutter, wires, and/or trip hazards.

If you are unsure about how to safely operate machines or equipment, ask a staff member.

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Safety goggles, gloves, and masks are all available for your use. It is your responsibility to use the proper safety equipment for your project. Not sure what to use? Just ask!

Machine-Specific Safety Considerations

Please refer to the Safety Manual for each machine for more detailed safety guidelines. Click the name of the machine for full manuals.

3D Printers, 3D Pens, & Hot Glue Guns

3D Printers and other "hot tools" have hot parts that may burn your skin. Do not touch the extruder head or the print bed after turning on the machine/device.

Use safety gloves when removing prints from 3D printer bed. Always point scraper away from your body when removing prints.

Sewing Machines

Power the sewing machines off before changing needles, replacing bobbin, or any tasks that require your hands to be near the sewing area.

Never sew over pins or buttons.

Always pay attention and keep hands clear of the feeder while sewing.

Heat Press

The heat press has hot parts that can burn your skin. Do not touch the top part of the press when placing items on the bed for pressing. Do not leave the heat press unattended during use.

I have read both the Creation Space Guidelines and Safety Guidelines thoroughly and fully understand and enter into them on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made to me any representations, statements, or inducements that change or modify anything written in this agreement.

Name *

First Name

Last Name

Date *

Month

Day

Year

Phone Number

Please enter a valid phone number.

Email

example@example.com

I will relay Creation Space safety and use guidelines to the following minor child(ren) and/or dependents in my care (please list):