



### **Creation Station Use Agreement and Waiver**

- I am 12 years or older. (Minors under the age of 12 must be accompanied by a parent/guardian while using the Creation Station.)
- I will not permit others without waiver permission to use the Creation Station.
- I agree to not have food or unsealed liquids in the Creation Station at any time. (The expensive equipment is sensitive to crumbs, oils, and moisture.)
- I know I must have an active BVPL Library Card in order to use the Creation Station.
- I know there is a 120-minute limit per day on this workstation to ensure availability for other users.
- I understand the Creation Station equipment and software is intended for independent use. (Staff assistance may be available by appointment.)
- Any peripherals (microphones, headphones, scanner trays) used should be returned to the front desk staff at the end of the session.
- I accept full responsibility for the space, equipment, and furniture used during my session in the Creation Station. I am liable for cost of repairs or replacements to equipment damaged due to my use.
- I agree to immediately report any accident, malfunction, or breakdown of equipment or facilities to Library staff.
- I agree that I am responsible for the cost of repairs, replacement, or cleaning if I damage any equipment or resources during my use of the space.
- I agree to use the equipment and computer for creation project activities only, not for general internet or computer use (i.e, email, social media, watching videos, gaming, etc.).
- Content viewed or created on the equipment must be appropriate for display in public (no nudity, pornography, or grotesque images).

### **Storage**

- I am responsible for saving my work to an external drive. (The Library may have USB drives available at a cost.)
- I understand any files or work saved to the Creation Station computer will be wiped and lost upon the end of my session.
- I understand that files or work saved to the Adobe Cloud may be compromised by other users and that any files saved to the Cloud will be deleted after 30 days.
- I agree that the Library is not liable for lost or damaged files saved to the Cloud.

### **Waiver of Claims**

The Library shall not be liable to users for any claims, demands, injuries, damages, or actions arising due to injury to a user's person or property arising out of or in connection with the use of the services,

facilities, and premises of the Creation Station. The signer of this waiver individually, and on behalf of their personal representative, heirs, administrators, assigns and successors, does hereby expressly forever release and discharge the Library, its successors and assigns, as well as its officers, agents and employees from all such claims, demand, actions, or causes of action. The Library is not liable for any injury or damage resulting from the use of the Creation Station.

**Copyright Notice for Unsupervised Copying Equipment:**

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; the person using this equipment is liable for any infringement.

**Printed First and Last Name:** \_\_\_\_\_

**Library Card #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Parent/Guardian Name (if applicant is age 12-17):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

-----

**Staff Instructions:** Review each bullet item with applicant and ask for understanding. Check off each item to confirm the policy or point has been communicated. Obtain signature and sign the form.

**Staff Signature:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

**Update Sierra Account:** In Ptype3 filed, enter 55 "Creation Station" to allow for PCRes access to BVLab (Creation Station)