

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Creator Space Facilities Use
APPROVAL DATE: April 27, 2022
REVIEW DATE: 2nd quarter 2026

POLICY NO: Facilities-12
MOTION NO: 2022-33

The Temiskaming Shores Public Library's Creator Space is an area where patrons of varying ages can gather to work together or alone on projects. This space is to give the community access to tools, technology and opportunities to build social connections that may be otherwise unobtainable. The workstations located within are to aid with inspiring an interest in science, technology, and design. As time passes, the available activities within the creator space will grow to reflect the interests of each community.

This room will be available for the general public when not being used for Library purposes. The terms and conditions of use outlined below has been developed to ensure consistent and fair use of the space.

Bookings

1. The Creator Space can be accessed during the library's hours of operation.
2. The Creator Space is to be used on a first come first serve basis by checking in with library staff.
 - a. Room bookings are recommended and preferred with availability of up to four (4) months in advance and can be done via email, phone or in person.
 - b. When booking or making a drop-in appointment, patron(s) will be asked the duration and intended use of the space.

Conditions of use

1. The Creator Space is available to all ages.
 - a. Parents/caregivers supervise children under the age of five (5).
 - b. While library staff will assist young people with using the Creator Space, they do not act in "loco parentis" or assume parental status and responsibility.
2. Each station within the Creator Space has an intended use and is to be used appropriately.
 - a. Library staff are available for aiding patrons with understanding the basics for technology within the space only.
3. Patrons are to share conversations quietly.
4. Patrons are required to use earphones when accessing audio from library workstations or personal devices. Earphones are not supplied by the Library.

5. Food and drinks are not permitted around the computers, library owned portable devices or peripheral devices.
6. Altering Library hardware or software is prohibited. Altering includes but is not limited to damaging or attempting to damage equipment, interfering with network integrity or security, changing workstation configurations, and downloading software, applications, files pictures, videos or music that may contain viruses.
7. Physical and digital creations by the user should not be saved on public computers, devices or left in the space. Saved files will be automatically removed when the computer or device logs out or restarts. Creations may be thrown out or stolen. Patrons should store their files on personal removable storage media or on personal devices. Physical creations should be brought home at the end of the patron's session. The Library is not responsible for any loss of data or property incurred.
8. The Library's Creator Space may be used only for lawful purposes. The public will not be permitted to use the Library's Creator Space to create material or creations that are:
 - Prohibited by local, provincial or federal law.
 - Unsafe, harmful, dangerous, obscene or poses an immediate threat to the well-being of others or is otherwise inappropriate for the Library environment, including weapons.
 - In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
 - Designated not appropriate by the library staff, is disruptive to library use or that otherwise violate the Library's code of conduct.
 - Mass produced to be resold by library users.
9. Any behavior that does not support a welcoming environment or that contravenes the Patron Code of Conduct may result in cost-recovery charges, suspension of library privileges, and exclusion from the Library and/or prosecution as detailed in the Patron Code of Conduct—Policy Facilities 6, and Patron Exclusion and Appeal—Policy Facilities 7.

Failure to Comply

Failure to comply with the **Creator Space Facilities Use Policy** will result in a request from staff to discontinue the activity. Continued violations will result in a request to leave the library facility, and may lead to revocation of library privileges, including the right to visit library branches, the buildings and grounds as per the Library's Patron Exclusion and Appeal policy. Criminal Code violations will be reported to the police.

Facilities-12

Appeal

The Appeal process shall be in accordance with the Library's Patron Exclusion and Appel Policy, Facilities-7.

References

TSPL—Child-1 Children's Services

TSPL—Child-2 Teen Services

TSPL—Policy Circ-5 Confidentiality of Patron Information

TSPL—Facilities-2 Community Use of Meeting Rooms

TSPL—Facilities-4 Internet and Computer Use

TSPL—Facilities-4.5 Internet and Control of Information Statement

TSPL—Facilities-6 Patron Code of Conduct

TSPL—Facilities-7 Patron Exclusion and Appel Policy