

Innovation Hub - Policies and Procedures

Purpose

Coquitlam Public Library strives to offer community access to new and emerging technologies, such as 3D printing, and to inspire a new interest in creation and collaboration. The Library wishes to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's Innovation Hub.

Equipment

The Library's Innovation Hub contains:

- 4 - 3D Printers - available to the public for educational purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
- A 3D Scanner – available for making scans of existing 3D objects.
- A 2D Scanner
- Computer with a high-capacity graphics card and 3D computer assisted drawing software called Rhinoceros.

Policies

1. The Library's Innovation Hub may be used for lawful purposes only. Customers will **not** be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, provincial or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the library environment.
 - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Library reserves the right to terminate any 3D print job.
3. Customers may only use the Innovation Hub after having been trained by Library staff.
4. Customers may not let other members of the public into the Hub without the knowledge and consent of library staff.
5. This consent form must be signed and returned to the Library prior to getting access to the Innovation Hub.
6. Persons under 14 years old must be accompanied by an adult.
7. Cost: 3D printing at the Library will cost 10 cents per gram plus a \$1.00 usage fee per print job to offset the cost of materials.
8. Maximum number of people in Innovation Hub is 12 people not including staff.
9. 3D Printers are not to be touched as they are extremely hot.
10. Maximum time for a print job is 4 hours
11. Any attempt to intentionally tamper or vandalize Innovation Hub technology will result in being banned from the Innovation Hub.

Procedures

1. Customers who want access to the Innovation Hub will be asked to read and sign this Policies and Procedures Form.

2. Upon signing the form and returning it to the Library, a sticker will be placed on the customer's Library Card or other item so that it can be shown to the Library each time access to the Innovation Hub is requested.
3. Design creation:
 - a. The 3D printer can only be used by making an appointment at the Help Desk or call 604-554-7323
 - b. Digital designs are available from various file-sharing databases such as Thingiverse.com.
4. Printing appointments:
 - a. Make an appointment in person or by calling the Help Desk at 604-554-7323 or by email askalibrarian@coqlibrary.ca
 - b. Customers must be present to supervise their prints for the full duration of the print job.
 - c. Customers must save their files to their own SD cards. SD cards are available for sale at the Help Desk.
 - d. If there is high demand, the Library will schedule a maximum of one print per day per person.
 - e. Customers must remove their own rafts and supports.
 - f. The Library cannot guarantee specific colours of filament will be available. Only Library staff can change filament.
 - g. Failed Prints: Prints fail for a number of reasons which may, or may not, be dependent on the customer's design. If a project is obviously failing, stop the print job and contact library staff. The library is not responsible for failed print jobs.
 - h. Prints are weighed and paid for at the Help Desk. The cost for materials is 10 cents / gram plus \$1.00 per print job.
 - i. Covered drinks are allowed, but no other food or drinks.
5. Policies and procedures governing the use of Innovation Hub are subject to change.

Disclaimer

While the Library makes every effort to oversee the use of the equipment, such usage is not under the direction or control of the Library. The Library is not responsible for any object created with the use of said equipment, including any harm or injury incurred as a result of any usage of said equipment.

AGREEMENT

I understand the terms of these Policy and Procedures and agree to abide by them when using the Innovation Hub.

Printed Name

Signature

Date