

Statement of Purpose

Calcasieu Parish Public Library (CPPL) Create & Make spaces provide the community with the tools to create and learn. These bookable spaces will give patrons access to creative software and equipment so that they may be successful in their creative endeavors.

Eligibility of Use

The CPPL Create & Make is available for use by patrons ages 18 or older who have a valid (not expired) Driver's License or State ID. All patrons must read the Create & Make Policy, read and sign the User Agreement, and complete an orientation before using the spaces.

Rules for Use

- Patrons are required to bring their license or ID to check in with Create & Make staff.
- No food, drink, or gum in the spaces.
- The library has limited supplies available. Beyond sample testing for creative purposes the patrons should expect to provide their own materials for their creative projects.
- Patrons must be on time for scheduled reservations. If patrons are 10 minutes late, the reservation may be cancelled.
- Reservations are not final until an official confirmation is received.
- The library reserves the right to cancel a Create & Make reservation in order to use the space for library purposes. If the library cancels a reservation, the patron will be notified as soon as possible before the scheduled reservation.
- Patrons wanting to use the Silhouette, Sewing Machine, Laser Cutter, or Cricut must complete a one-time Niche Academy training for each machine which will be provided by the Create & Make staff. The training sessions are in addition to a room orientation and other staff assistance.
- Training will be completed when patrons come in for their first reservation before using the machines. This means that if they make a reservation to use the Silhouette, Laser Cutter, Cricut, or Sewing Machine, they should allocate enough time to complete each training in addition to time to work on their project.
- Safety Guidelines will be provided to patrons at orientation.
- Failure to follow Safety Guidelines may result in patrons being denied access to Create & Make booking privileges.
- There is no charge for use of the space or equipment.
- Please list as many details as possible about your planned project and any materials you will be bringing when completing the booking form.
- Create & Make staff must approve all patron supplied materials before they are used with the equipment. Please see the list of usable items [here](#). Create & Make staff may reject materials or tools that are unmarked, unidentifiable, or unsafe for our machines.
- Hours are posted on the door and online.

Create & Make Policy

- The space is not intended for significant production or manufacturing. Neither the machines nor the tools provided should be used as the primary equipment for a business.
- Bookings are allowed up to 24 hours in advance. Individuals needing same-day bookings must contact the branch directly.
- Booking lengths are available in the following intervals: 30 minutes, 1 hour, 1.5 hours, and 2 hours.
- To optimize equitable time and access for all patrons, the booking limits listed below will be applied. While they are listed for different intervals, the software will impose the strictest limit.
 - 1 per day
 - 2 per week
 - 6 per month
 - 26 per year
- Cancellations must be made at least 2 hours in advance.
- Individuals wishing to use the laser cutter and engraver at Central must complete the safety course first.
- Patrons must follow all applicable intellectual property laws, including all copyright laws.
- The computers located in the Create & Make are for patrons to utilize the software exclusive to the spaces.

Code of Conduct

The library may suspend or deny access to the Create & Make for those who have failed to follow [CPPL Code of Conduct Policy](#).

Disclaimer of Liability and Warranty

By using the Calcasieu Parish Public Library Create & Make equipment and services, you agree to assume the risk of, and acknowledge that the Calcasieu Parish Public Library disclaims all liability for, any and all injuries resulting from the use of equipment and/or items created using equipment owned by the library. You also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including those for which they are designed and intended. You further agree to assume the risk of and acknowledge that the Calcasieu Parish Public Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Create & Make equipment and services.

Driver's License or State ID #

First and Last Name

Address (street/city/state/zip code)

Phone Number

Email

EMERGENCY CONTACT

First and Last Name

Phone Number

USER AGREEMENT

I, _____, have read the Calcasieu Parish Public Library (CPPL) Create & Make Policy. I agree to follow all the rules, policies, procedures, and restrictions. In addition, I will not use the Create & Make spaces to create or modify objects that are prohibited by law, unsafe, harmful, dangerous, pose a perceived or immediate threat, or are obscene and inappropriate for the library environment.

I am aware that I cannot save files to the computer and should bring a USB drive or save files to a cloud service and that supplies, materials, and other items brought into the Create & Make must be removed promptly after the reservation.

By signing this agreement, I acknowledge:

- I have completed the Create & Make orientation provided by the Calcasieu Parish Public Library.
- I shall hold the library and its staff members harmless from any claims of personal injury, property damage, or any other loss in connection with my use of the Create & Make.
- The library reserves the right to deny the use of Create & Make spaces as a result of violation of any of these rules and regulations.

Signature

Date