

Creation Station Policy

Southwick Public Library

The Southwick Public Library's Creation Station, funded in part by Shurtleff Children's Services, is available for all patrons to use. The cart includes a laptop with Adobe Photoshop, an Arturia MiniLab Keyboard, and a Hue Animation Studio kit for stop-motion animation movies. New items may be added at any time. Please refer to the laminated list of items included on the laptop cart.

Patrons must have a current library card to check out items. Patrons may not be allowed to use the cart if their card is blocked because of lost items. Patrons ages 14+ can sign out the cart by presenting their library card. Patrons ages 13 and younger must have someone 18 or older sign out the cart for them. Parents/guardians should be aware that there will be no filtering software on the laptop. Parents/guardians maintain responsibility for their child's use of the laptop.

Patrons are responsible for all items on the Creation Station cart while the cart is signed out to them. When the cart is returned, circulation staff will check that all materials have been returned on the cart. Patrons are asked to please wait while the circulation staff makes sure all items have been returned.

Staff are not able to instruct patrons on how to use the materials and software on cart. When possible, brief instructions will be provided with the items on the cart.

Patrons should not alter or remove any software on the laptop. Patrons may not use the laptop or materials in any inappropriate ways or offensive ways. The laptop is connected to CWMars internet and patrons are expected to follow the guidelines required for use of CWMars internet. Patrons are not able to save personal items to the computer. If a patron wishes to save an item, they should bring their own thumb drive.

Approved by the Board of Trustees 9 March 2021