Growing with Our Community

# LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
http://www.levittownpl.org
Trina Reed, Director

## Innovation Station Use Policy

1. The residents of the Levittown School District and/or Levittown cardholders will have preference when using the Innovation Station and the equipment.

2. Children 2nd grade and under must be accompanied by an adult (18 or older) at all times.

3. Patrons will schedule appointments with the Technology Center to use the room and the equipment. There is a limit of 4 hours per appointment.

4. ~~Appointments are for a 1 - 4 hour time period. One appointment per individual and/or group. Groups of 6 or more must call the Technology Center at (516) 731-5728, ext. 229 for an appointment. Group appointments cannot be made online.~~
   Appointments are for a 1 to 4-hour time period. One appointment may be made for an individual or for a group of up to 5. Community groups or not-for-profit organizations may reserve the room by calling the Technology Center at 516-731-5728 ext. 229. See the Meeting Room Policy for more details.

5. The Innovation Station may not be utilized to promote any product, service, business or pecuniary interests, whatsoever.

6. The room capacity is limited to 20 people.

7. Beverages and food are only permitted during library programs or approved meetings with prior permission.

8. The patron has 3 days to pick up their project. After 3 days, the project will be discarded. The Library is not responsible for production or storing of any project.

9. The 3D printers / Laser Engraver will be turned off a 1/2 hour before the closing of the Innovation Station. Printing cannot continue after the Innovation Station is closed. Therefore, incomplete projects will be terminated at the time of closing.

10. Any saved projects on the iMac's hard drive will be automatically deleted after a patron's session has ended. Patrons must save all work on their own external hard

drive.

11. Printing cost: Black and white copies are 10 cents per page. Color copies are 50 cents per page.

12. Library staff will be available to assist, but patrons should have basic knowledge of the technology they wish to use. All projects must be preapproved by library staff.

13. ~~The cost of 3D printing is 25 cents for each 15 minutes of printing, with a minimum of 25 cents, with a limit of 4 hours per project.~~
The cost of 3D printing is 5 cents per gram of filament used.

14. The cost of the use of the Sublimation Printer is $1.00 per page. This covers is for the cost of the sublimation ink and paper. Please bring your own object to sublimate. The library has a heat press that can be used to transfer designs onto t-shirts, hats, mugs and other objects.

15. Engraving may be performed by patrons with the assistance of staff.
Patrons are required to bring in their own materials for engraving. We can only engrave wood, metal, glass or leather. No plastic. The engraver cannot engrave precious or semiprecious metals or hardened metals.

16. The cost of the use of the thermal laminator is 40 cents per pouch. The thermal laminator may be used by patrons with the assistance of staff.

17. Patrons must bring supplies for personal projects with the exception of the 3D printer, copy machines, and printers.

18. If you create a project and it is not completed to your satisfaction, there are no refunds or credits.

19. Patrons may not create materials that are illegal, harmful or dangerous, obscene, weapons, objects that can be conceived as weapons, or not appropriate.

20. The Innovation Station is designed for the use of specialized equipment and services fostering creativity.

*Adopted by the Library Board of Trustees October 1, 2014.*
*Revised March 1, 2017, September 7, 2022, October 4, 2023, and April 3, 2024.*