



Create Space Use Policy

Adopted July 8, 2026

The Delphos Public Library Create Space is an innovative creative space that provides library patrons with access to high-quality computer hardware, software, and equipment to support entrepreneurial, educational, and personal projects.

Eligibility for Use of the Create Space

The Create Space is available to Delphos Public Library patrons ages 18 and older. Patrons under age 18 may use the Create Space only when accompanied by a parent or legal guardian age 21 or older who has completed and signed the CreateSpace Agreement on the minor's behalf.

All users must complete and sign the Delphos Public Library Create Space Agreement before using the Create Space.

Rules of Use

Failure to abide by all applicable policies and procedures will result in suspension or loss of Create Space use privileges.

Users of the Create Space agree to follow all applicable copyright laws and licensing agreements. Users also agree not to use the Create Space in violation of any local, state, or federal laws, ordinances, or regulations.

Users agree to be courteous to other Create Space users and library patrons.

Some equipment in the Create Space may include parts or components that can cause injury if rules, policies, procedures, and restrictions are not followed. Mandatory training is required before first use of certain equipment. Applicable safety supplies will be available in the Create Space and must be used as directed. Any accident or injury that occurs in the Create Space must be reported to a staff member immediately. Users agree to release and hold the library harmless from claims for personal injury,

property damage, or other loss connected to use of the Create Space, including its equipment, tools, and materials.

The computers located in the Delphos Public Library Create Space are intended for patrons using the specialized software programs or equipment available in the Create Space.

The Create Space is a self-directed area. Users are expected to complete designs and projects primarily on their own after receiving initial guidance from Create Space staff about equipment capabilities, safety expectations, and basic operation of available equipment and software. Staff may not be experts in the use or operation of every item available in the Create Space. No food or drinks are permitted in the Create Space.

Create Space Materials and Tools

Some materials and supplies used with Create Space equipment may require a fee. Applicable costs are listed in the Create Space Material Fees section. Users are responsible for paying all use and material costs associated with the Create Space, even if a project fails or is not completed. Failure to self-report material usage or pay for materials may result in suspension of Create Space privileges.

A library card and/or valid government-issued photo ID may be required to use equipment in the Create Space.

If equipment breaks or malfunctions, patrons must alert staff immediately. Patrons may be responsible for replacement or repair costs for damage to equipment or the physical space caused by negligent use or intentional misuse.

Checking In, Reservations, and Session Length

Patrons must check in at the circulation desk before using Create Space equipment so staff can confirm that a Create Space Agreement has been completed and that the requested equipment is available.

Reservations for Create Space equipment are strongly encouraged. The library reserves the right to make reservations for special purposes and events. The library does not guarantee the availability of any equipment in the Create Space.

Use of Create Space equipment is limited to two hours per day, unless extended by staff when no other patrons are waiting. For equipment that can be shared by two users, such as a vinyl cutter, patrons should make reasonable efforts to share access. The library reserves the right to extend or reduce session length at its sole discretion.

The Create Space closes one hour before the library closes. Projects, print jobs, and similar work may not be left running or suspended while the library is closed. The library assumes no responsibility for projects that cannot be completed within the available time. Patrons are responsible for all use and material costs associated with incomplete projects.

Limitations on Use

The Create Space is designed for design, production, and fabrication for entrepreneurial, creative, educational, and recreational purposes. The space and equipment are not intended for significant production or manufacturing. The library reserves the right to refuse or limit the use of any equipment or service.

CreateSpace equipment, including but not limited to 3D printers, craft and cutting machines, and sewing machines, may be used for lawful purposes only. Patrons may not use Create Space equipment for projects or to produce materials that:

1. Violate local, state, or federal laws or regulations.
2. Look like, function as, or appear to function as weapons, knives, or parts thereof.
3. Appear unsafe, harmful, or dangerous, or otherwise poses a threat to the health or safety of others.
4. May be construed as obscene or otherwise inappropriate for the library environment; or
5. Potentially violates the intellectual property rights of another person or entity.

The Delphos Public Library reserves the right to limit use of Create Space equipment and to refuse to produce any project, including but not limited to a project that the library believes may violate this policy, any other applicable Library policy, or any law, or that may result in legal action against the library or its employees.

Protection of Patron Intellectual Property

The Delphos Public Library encourages patrons to use Create Space equipment and services for innovation and invention. However, because the facility is public, the library cannot guarantee the security of patrons' intellectual property rights, including copyrights and trade secrets. Projects may be produced within view of the public. The library may photograph and/or record the printing or production process and publish such photographs and/or recordings in any form of media, including print, social media, television, and the Internet. Patrons using Create Space equipment and services accept the risk that their intellectual property may be exposed to or copied by others. The Delphos Public Library reserves the right to delete patrons' design, model, or project files submitted to the library or saved on Library computers at any time. By using Create Space equipment or submitting or requesting content or objects to be produced, patrons assume all responsibility for the item and agree to hold the Delphos Public Library harmless in all matters related to its production.

3D Printing Service

The Delphos Public Library Create Space contains 3D printers that may be reserved for direct use by patrons. Patrons must have a signed Create Space User Agreement on file before using this service and must comply with all aspects of this policy and other applicable Library policies.

Delphos Public Library staff have sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part constitutes a single item. Because staff time and hardware resources are limited, the library cannot guarantee completion times.

The cost for 3D printing is based on the weight of plastic used and is determined after printing is complete. Library staff may estimate the price before printing the model, but the final price will be provided after printing is complete. All 3D models must be paid for in full before being released to patrons. The cost of 3D models not paid for and collected within three weeks after completion may be charged as a fee against the patron's library card.

Because of inherent equipment limitations, the Delphos Public Library does not guarantee that any 3D model will print successfully. If a print fails because of Library staff error or hardware failure, the library will attempt to reprint the object, and the patron will not be charged for the failed attempt except as stated in the next paragraph. The library may refuse to reprint the object after two unsuccessful attempts.

The library may refuse to print 3D models that clearly contain errors or that Library staff determine are beyond the capabilities of the library's equipment. The cost of failed prints caused by errors within the 3D model, or by models that are beyond the equipment's capabilities, may be charged to the patron. Library staff have sole discretion to make slight alterations, such as adding support to patrons' designs, to make them printable. The library does not guarantee that altered designs will print successfully. Patrons are responsible for any extra costs associated with printing these alterations regardless of whether the print is successful.

Printing or supervising the printing of a patron's 3D model or item by Delphos Public Library staff does not relieve the patron of the indemnification obligations described below and does not expose the Delphos Public Library to liability. Printing or supervising the printing of a patron's 3D model does not constitute an acknowledgment that the model complies with this policy, any other Library policy, intellectual property laws, or other laws, or that the model is safe or fit for the patron's specific purpose. The Delphos Public Library expressly disclaims any such knowledge.

Indemnification and Disclaimer of Liability

Indemnification

By using the Library's Create Space equipment and/or services, patrons agree to release, indemnify, and hold harmless the Delphos Public Library, its officers, employees, board members, agents, and representatives from and against any suits, claims, damages, losses, expenses, including reasonable attorney's fees, settlements, and judgments arising out of or relating to use of CreateSpace equipment and services. This includes, without limitation, claims for personal injury and claims involving infringement or misappropriation of any copyright, trademark, or patent.

Disclaimer of Liability and Warranty

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

THE DELPHOS PUBLIC LIBRARY DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH ITEMS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

Create Space Material Fees

Material	Fee
3D printer filament	\$0.05 per gram
Transfer tape	\$0.25 per inch
Limited supply of card stock	.15 per sheet

Create Space material fees are charged for all materials consumed, including errors and waste. Not all materials may be in stock. Users may provide their own approved materials at no cost. (Exclusions include 3D printer filament-Must use filament the library has purchased).