BCFL Bucks County Free Library

CUT CORNER STUDIO POLICY

The Bucks County Free Library offers Cut Corner Studios so library users can access high quality, professional equipment and machines to support their educational, entrepreneurial, and personal endeavors.

Eligibility

A valid Bucks County public library system card in good standing is required.

All users must attend in-person training sessions and sign a waiver before using the Studio. Upon completion of the waiver and training, a Cut Corner Studio Badge will be issued to signify that access has been approved.

Users under age 18 must must be accompanied by a parent or guardian at all times. Both the parent or guardian and the child must attend in-person training and sign the waiver.

Check-In, Reservations, and Time Limits

Studios are open 30 minutes after the library opens and close 1 hour before the library closes. All work must be completed 30 minutes before closing.

Users must check in with staff before using the space.

Depending on demand and type of equipment reservation may be required. Reservations can be made online at: buckslib.org/CutCornerStudio.

Use of equipment is limited to two hours per day per piece of equipment.

The library periodically closes the space to the general public for library programs and maintenance.

Equipment Use

Only people actively engaged in projects may be in the Studio. No tools, supplies, equipment, or furniture may be taken out of the room.

Studio computers may be used only in the Studio for projects. They are not available for general computing or use outside the room.

Users agree that if any tool or piece of equipment becomes unsafe or damaged, they will immediately discontinue use and notify staff.

All files must be saved to external or cloud storage. Any files left on computers will be deleted when the computer is logged out. The library is not responsible for damage, loss, or theft of files.

The library does no accept responsibility if a project is lost, damaged, or destroyed; does not print correctly; does not work; or if a user's personal supplies or equipment are damaged or destroyed while using any of the library's equipment.

Library Policies

All Bucks County Free Library policies apply to Studio use. This includes but is not limited to the Library Behavior, Computer and Acceptable Internet Use, and Unattended Children policies.

You may not eat in the Studio. Beverages in closed containers are allowed.

Users must report any incident that occurs to a staff member.

The library is not responsible for confidentiality of designs.

Studio equipment may only be used for lawful purposes. The library will halt, delete, or disallow items that violate library policies or laws.

- Prohibited by local, state, or federal law.

- Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others.

- Obscene or otherwise inappropriate for the library environment.

- In violation of another's intellectual property rights, such as subject to copyright, patent, or trademark protection. Users are liable for any infringement.

Users will be suspended or banned from Studio use or the library for violating local, state, or federal laws or library policy, including but not limited to any of the following:

- Use of equipment or machines without training and signing a waiver.

- Violation of Cut Corner Studio Rules or Procedures.

- Failure to stop using equipment 15 minutes before library closing time or when another user's session is scheduled to begin.

- Use of materials or supplies designated by the library as unacceptable for use.

- Failure to notify staff if any tool or piece of equipment becomes unsafe or damaged.

- Theft or equipment, machines, supplies, or another's work, including failure to self-report material usage and pay for material.

Fees

There is no fee for equipment use.

The library charges fees for consumable materials on a cost recovery basis. Payment is due at the time of use. See Consumable Pricing Procedure for fees.

The library does not offer refunds for supplies used, including supplies used for testing or trial runs of items that are not correct or do not work properly.