

Appendix H8:

Digital Design & CAD Station Policy

Purpose

The Digital Design and Computer-Aided Design (CAD) station provides the community with the high-performance hardware and industry-standard software necessary for modern engineering, architecture, and digital arts. By offering access to professional design tools and drawing tablets, the Library supports career readiness, workforce development, and technical literacy. This station serves as the digital "workshop" where patrons can draft, model, and refine projects before moving them to physical production on the 3D printers, laser engraver, or Cricut.

Eligibility & Access

- Account Status: Patrons must have an active LJCLS account in good standing.
- Certification: Users must receive a *Station Orientation* before their first session. This covers hardware startup, tablet calibration, and file-saving protocols.
- Waiver: A signed Makerspace Release Waiver must be on file for all users. Minors (under 18) must have a parent or legal guardian's signature. See *Appendix H1 – Makerspace Policy*.
- Age Requirements:
 - 18+: Independent use upon certification.
 - 12–17: Direct adult supervision (18+) required at all times.
 - 8–11: Observation only with staff approval; no equipment operation.
- Under 8: Not permitted in the Makerspace.
- Prioritization: Use of this station is strictly reserved for CAD modeling, graphic design, video editing, or other Makerspace-related projects. General internet browsing or administrative tasks should be conducted on the Library's general-use computers.
- Liability: The Library is not responsible for any damage to patron-provided materials (e.g., flash drives, peripherals, etc.) during computer use. Users "Use the CAD Station at their own risk."

Liability & Hardware Guidelines

- Hardware Care: Drawing pads (graphic tablets) and styluses are precision instruments. Users must:
 - Use only the stylus provided on the drawing surface.
 - Avoid placing heavy objects on the tablet or computer tower.
 - Report any flickering, connectivity issues, or physical damage to staff immediately.

- Food & Drink: No food or open-container drinks are permitted at the CAD station to protect high-end electronics and sensitive peripherals.
- Software Integrity: Users are prohibited from installing, uninstalling, or modifying software or system settings. Any specialized software requests must be submitted to Makerspace Staff for review.
- Responsibility: Users assume full responsibility for their projects and agree to hold the Library harmless for all matters related to equipment use, including intellectual property violations.
- Equipment Damage: Users are financially responsible for any damage to the CAD computer and its accessories caused by improper operation, negligence, or failure to follow instructions during their session.
- Policy Adherence: Users must comply with all LJCLS policies and safety warnings.
- Prohibited Items:
 - Items intended for resale that infringe intellectual property, copyright, or trademark rights.
 - Unsafe items, weapons, or weapon components.
 - Materials prohibited by law or containing obscene or inappropriate content.

Operational Procedures

- File Management: * No Expectation of Privacy: Consistent with Library policy, all activities and files on the CAD computer are subject to review.
 - Storage: Files must be saved to a patron-provided USB drive or a personal cloud storage account (e.g., Google Drive, Dropbox). The Library is not responsible for files left on the local hard drive, which may be wiped periodically as part of system maintenance.
- Software Exit: Users must log out of all personal accounts (e.g., Adobe Creative Cloud, Autodesk, or email) before ending their session.
- Collaborative Use: While the station is designed for individual work, staff-led workshops or small-group design sessions take priority and must be scheduled in advance.

Scheduling & Costs

- Appointments: Use is limited to 2 hours per session and 2 sessions per week, with extensions permitted if no other patrons are waiting. Due to the high demand for design time, appointments are strongly encouraged.
- Costs: There is no fee for using the CAD computer or drawing pad.
 - Printing: Traditional 2D paper printing from this station is subject to standard Library printing fees.
- Data Collection: All users must sign in and provide a brief project description for administrative and grant reporting.