Winthrop CreatorSpace

Policies and Procedures

The Winthrop CreatorSpace is an interdisciplinary technology lab, open to all Winthrop Students, Staff and Faculty. The space was designed to foster collaboration and innovation through conversations and experiments that happen when students and faculty of different disciplines gather to utilize current technology in new and creative ways.

The space offers technology that can be checked out by students or staff, and also some technology that is used only in the CreatorSpace. Most items can be checked out for one week at a time, to students and faculty with a valid Winthrop ID. Any item that is not returned after one week will incur a late fee of $5.00 per item, per day. All equipment is checked out through Cheqroom, and students sign a PDF document agreeing that they are responsible for caring for and returning the equipment. Any student who owes a late fee is not allowed to check out equipment until the late fee has been paid. All late fees will be paid in Marketplace.

Some equipment can only be used by students while they are in the CreatorSpace. This equipment includes: a large format Epson P8000 printer, a Universal Systems Laser Cutter, a ShopBot CNC router, a Riso Printer, a FormLabs 3D printer, a Flashforge 3D printer, two 3D systems printers, a Roland Vinyl Cutter, an Alienware VR headset, a WhisperBooth, and two Wacom Tablets. This equipment can be reserved by students and staff through the Cheqroom app. The maximum reservation time for the WhisperBooth is two hours. The maximum reservation time for the Laser cutter is three hours. The maximum time for the 3D printers is 24 hours. All other equipment can be reserved as needed.

Any student who reserves equipment and then does not show up for the reservation will get one warning, and if it happens again, they will no longer be allowed to reserve equipment.

All equipment in the CreatorSpace is free for students to use. We only charge students for consumable materials. This includes: vinyl for the vinyl cutter, PLA or resin for the 3D printers, and ink and paper for the large format printer and the Riso printer. Students must pay for all consumable materials in Marketplace before they are allowed to take their items out of the space.

Winthrop CreatorSpace lab monitors are responsible for checking out equipment, basic maintenance, and assisting students and staff who use the equipment. Monitors are not expected to *teach* students or faculty how to use software or equipment – rather they are there to *assist*. Any faculty who need extensive training in using equipment can see the CreatorSpace coordinator to set up a training session or a demo for their class.

Since the CreatorSpace lab is an interdisciplinary space, it is important that all students and staff who are in the space are mindful and courteous of others who are using the space.

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