

## Idaho Falls Public Library - Glowforge Procedure

The library wishes to offer the community access to new and emerging technologies such as Laser cutting to inspire a new interest in design and to help the community bring their creations to life. The library's laser cutters are available to patrons (with prerequisite computer skills) and a current IFPL card in good standing.

### Certification For Glowforge:

- Prior to using the library's Laser cutters, all patrons must complete a certification process.
- Certification involves participating in a Basics and Safety of laser cutting session, facilitated by library staff.
- To schedule a certification session email [makerspace@ifpl.org](mailto:makerspace@ifpl.org)
- This session will cover basics such as downloading designs, utilizing cutting software, executing jobs, and adhering to general safety guidelines associated with laser cutting.
- Once certified, patrons will be granted self-service access to the laser cutters during the Makerspaces open hours.
- While library staff can provide assistance if needed, patrons will have the primary responsibility for managing their own cutting jobs.
- Cutting jobs are subject to a maximum time limit of **four hours per day**. (This is a daily total—not per print job)
- Patrons must be at least 18 years old and older to use the laser cutting machines.
- Uncertified materials must be approved by staff before being used in the laser cutting machines. (Glowforge "Proofgrade" materials are recommended for beginners)
- **Unacceptable materials include stained wood, vinyl, Thick ( >1mm ) polycarbonate/LEXAN, fiberglass, ABS, PVC, HDPE/milk bottle plastic, and pleather.**
  - For projects using foam, vinyl, fabric, cardboard, or paper, we recommend using Cricut Makers.
- Patrons must acknowledge and accept full responsibility for any damage caused to the equipment during their usage.

### Usage costs as follows:

- If you bring your own materials, there is no charge for using the laser cutters.
- Laser cutting jobs are billed depending on the size (per square inch) and type of materials used.
  - NOTE: This includes any unsuccessful cutting attempts.
- Charges incurred for laser cutting materials will be recorded and billed to the patron's library account.
- **Library services may be suspended until outstanding balances are cleared.**

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Signature

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Library Card Number

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Date