

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
- This session will cover basics such as creating designs, utilizing cutting software, 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 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 or 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 polycarbonate/LEXAN, fiberglass, ABS, PVC, HDPE/milk bottle plastic, and pleather.
 - For projects using 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:

- The cost for using the laser cutters is charged at a rate of **\$0.10 per minute / \$6.00 per hour**.
- Materials can be purchased from the library by the sheet, or for smaller projects measured by the square inch. (There is no material fee if personal material is used.)
- 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.**

Signature

Library Card Number

Date