

Appendix H9:

Button Maker Policy & Procedure

Purpose

The Button Maker service provides a simple yet effective tool for creative expression, community branding, and entrepreneurial promotion. By offering professional-grade button-pressing equipment, the Library enables patrons to produce custom merchandise for schools, non-profits, small businesses, and personal events. This service fosters skills in graphic layout, physical assembly, and visual communication.

Eligibility & Access

- Account Status: Patrons must have an active LJCLS account in good standing.
- Certification: Users must receive a brief Button Maker Orientation (via Check Out a Librarian) before their first session. This orientation covers the specific "two-step" die process and the use of circular graphic cutters.
- 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 (see *Staff Oversight* below).
 - 12–17: Direct adult supervision (18+) and a staff member required at all times.
 - 8–11: Observation only with staff present; no equipment operation.
 - Under 8: Not permitted in the Makerspace.
- Liability: The Library is not responsible for any damage to patron-provided materials (e.g., paper, prints, etc.) during the button-making process. Users "Button make at their own risk."

Liability & Safety Guidelines

- Pinch Points: The Button Maker uses a manual lever and high-pressure dies. Keep fingers clear of the pressing area while the lever is in motion to prevent injury.
- Mechanical Care: The machine is precision-engineered for specific metal components. Do not force the lever if you encounter unusual resistance, as this usually indicates a jam or misalignment.
- Prohibited Items - Thick Materials: Do not press fabric, heavy cardstock, or multiple layers of paper. The machine is designed for standard 20- to 24-lb printer paper.
 - Non-Library Components: To prevent damage to the dies, use only the specific metal shells, backs, and mylar covers provided by the Library.

- **Responsibility:** Users assume full responsibility for their projects and agree to hold the Library harmless for all matters related to equipment use, including any intellectual property violations.
- **Equipment Damage:** Users are financially responsible for any damage to the Button Maker and its accessories resulting from improper operation, negligence, or failure to follow instructions during their session.
- **Policy Adherence:** Users must comply with all LJCLS policies and safety warnings.
- **Additional Prohibited Items:**
 - Items intended for resale that infringe intellectual property, copyright, or trademark rights.
 - Materials prohibited by law or containing obscene or inappropriate content.
 - Unsafe items, weapons, or weapon components.

Operational Procedures

- **Design Preparation:** Users are responsible for creating their own designs. The Library provides circular templates to ensure that designs fit properly within the button's viewable area.
- **Cutting:** Users must use the provided circular graphic cutters to ensure a precise fit. Cutting designs with scissors is discouraged, as it often results in uneven edges that can cause the button to fail or the machine to jam.
- **Assembly:** Patrons are responsible for assembling their buttons. Staff will provide initial instruction, but the Library does not offer a "made-to-order" button service.
- **Material Approval:** All patron-provided materials must be approved by staff before use.
- **Cleanup:** Users must clear the area of all scraps and supplies after use.
- **Ownership:** Users are responsible for the costs of all design-related or Button Maker user-related failures.
- **Privacy Disclaimer:** The Library will review all designs before cutting. There is no expectation of privacy for designs or activities in the Makerspace.

Scheduling & Costs

- **Appointments:** Use is generally available on a walk-in basis; however, for large batches (25+ buttons), patrons are encouraged to schedule an appointment.
- **Costs:**
 - **Machine Use:** Free of charge.
 - **Consumables:** A \$0.25 per-button fee is charged to cover the cost of the metal components and mylar.
 - **Payment:** Due upon completion of the project based on the number of successful buttons produced.
- **Data Collection:** All users must sign in and provide a brief project description for administrative and grant reporting.