

Appendix H3:

Heat Press Policy & Procedure

Purpose

The Heat Press service supports the community's entrepreneurial spirit and creative professional development. By providing access to professional-grade transfer equipment, the Library enables patrons to learn about branding, graphic application, and small-business prototyping. This service empowers individuals to explore the "maker economy" and develop technical skills in apparel and merchandise customization.

Eligibility & Access

- Account Status: Patrons must have an active LJCLS account in good standing.
- Certification: Users must complete the LJCLS Training Certification or demonstrate technical proficiency before operating equipment.
- 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.
- Liability: The Library is not responsible for any damage to patron-provided materials (e.g., shirts, hats, or mugs) during the heat press process. Users "press at their own risk."

Liability & Safety Compliance

- High-Temperature Warning: Heat presses operate at temperatures exceeding **350°F**. Users must follow all safety protocols to prevent burns or damage to equipment.
- 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 Heat Press 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:
 - Materials that may melt or off-gas toxic fumes (e.g., certain plastics, synthetic fabrics not rated for high heat, or PVC-based materials).

- Items intended for resale that infringe intellectual property, copyright, or trademark rights.
 - Materials prohibited by law or containing obscene or inappropriate content.
 - Items that infringe intellectual property rights.
- Supervision: Users may not leave the heat press unattended while it is powered on or cooling down.

Operational Procedures

- Material Compatibility: Users are responsible for ensuring their substrate (shirt, mug, or hat) is compatible with the transfer method being used (Heat Transfer Vinyl or Sublimation). Staff can provide guidance on heat settings, but final settings are the user's responsibility.
- Patron-Provided Items: Patrons may bring their own "blanks" (shirts, tote bags, etc.) for pressing. These items must be clean and free of plastic or metal buttons or zippers that could melt or damage the heating platen. Staff are not responsible for any damage to patron materials.
- Design Preparation: Users are responsible for creating and mirroring their designs before printing or cutting. Staff are not responsible for design or placement services.
- Ownership: Users are responsible for the costs of all design-related or Heat Press user failures.
- Protective Barriers: Use of a Teflon sheet or parchment paper (provided by the Library) is mandatory to protect the heating elements and the patron's material.
- Privacy Disclaimer: The Library will review all designs before printing. There is no expectation of privacy for designs and activities within the Makerspace.

Scheduling & Costs

- Appointments: Use is limited to 2 hours per session and 3 sessions per week, subject to equipment availability.
- Costs:
 - Machine Use: \$0.50 per item.
 - Consumables: Fees apply to Library-provided materials (e.g., Sublimation paper/ink or Heat Transfer Vinyl). Prices vary by the size and type of material used. Contact the Library for details.
 - Payment: Due before the pressing session begins.
- Data Collection: All users must sign in and provide a project description for administrative and grant reporting.