

## **Appendix H4:**

### **Cricut (Vinyl & Die-Cutting) Policy**

#### **Purpose**

The Cricut cutting service is designed to bridge the gap between digital graphic design and physical production. By providing access to precision cutting technology, the Library supports local entrepreneurs, educators, and hobbyists in developing skills in digital layout, material science, and product branding. This service fosters creative problem-solving and technical proficiency in modern design software.

#### **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 the machine. This includes an orientation on the Cricut Design Space software and proper blade/mat maintenance.
- 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 & Safety Compliance**

- Blade Safety: The Cricut uses extremely sharp, fine-point blades. Users must exercise caution when loading, unloading, or changing tools.
- Pinch Points: Keep hair, jewelry, and loose clothing away from the machine's rollers while in operation.
- 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 Cricut and 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:** Printers may be used only for lawful, non-commercial purposes. Prohibited items include:

- Materials prohibited by law or obscene/inappropriate content.
- Cutting of unapproved materials (e.g., metal, thick wood, or materials containing glitter that sheds), which may damage the rollers or blades.
- Use of the machine to violate copyright or trademark laws (e.g., reproducing protected logos for resale).

## **Operational Procedures**

- **Design Responsibility:** Users are responsible for creating or sourcing their own digital designs. Library staff may assist with software navigation but are not responsible for design or "weeding" services.
- **Mat Care:** To preserve equipment life, users must use the correct mat for their material (LightGrip, StandardGrip, or StrongGrip) as instructed during training.
- **Material Preparation:** Patrons may provide their own materials (vinyl, cardstock, iron-on), but must have them approved by staff before cutting to ensure they will not damage the machine. The Library is not responsible for any damage or loss to patron materials.
- **Blade Replacement:** If a patron-provided material causes damage to or breaks a blade due to improper settings or unapproved material, the patron will be held responsible for the replacement cost.
- **Design Preparation:** Users are responsible for creating and mirroring (if necessary) 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 Cricut user failures.
- **Software Privacy:** While using Library or personal computers for Cricut Design Space software, patrons are reminded that there is no expectation of privacy and the Library will review all designs prior to printing. Users are responsible for logging out of their personal Design Space accounts on Library computers after use.

## **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 (costs for multiple copies of the same design will be reduced at the discretion of the Library staff).

- Consumables: Fees are charged for Library-provided materials (e.g., Adhesive Vinyl, Heat Transfer Vinyl, Cardstock, or Transfer Tape). Prices are based on linear inch or sheet size. Contact the Library for details.
  - Payment: Due prior to the start of the cutting session.
- Data Collection: All users must sign in and provide a brief project description for administrative and grant reporting.