

Appendix H5:

Sewing Machine Policy

Purpose

The Sewing and Textile service supports the development of practical life skills, creative arts, and the "upcycling" economy. By providing access to sewing technology, the Library fosters economic self-sufficiency and vocational skills in tailoring, design, and upholstery. This service encourages sustainable practices and the transformation of raw materials into functional or artistic products.

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., fabric, notions, tools) during the heat press process. Users "sew at their own risk."

Usage & Safety Guidelines

- Needle Safety: Sewing machines use high-speed, sharp needles. Users must keep fingers at a safe distance from the needle bar and presser foot.
- 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 Sewing Machine 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:

- Items intended for resale that infringe intellectual property, copyright, or trademark rights.
- Materials prohibited by law or containing obscene or inappropriate content.
- Materials that are too thick or tough for the machine's motor (e.g., heavy leather, thick denim layers, or industrial-grade webbing) without prior staff approval.
- Sewing over metal pins, zippers, or buttons can cause needle breakage and mechanical damage.
- Maintenance: Users should not attempt to force the machine or "pull" the fabric through, as this can bend needles or damage the timing.

Operational Procedures

- Materials: Patrons are responsible for providing their own fabric, thread, bobbins, and notions. The Library may provide a limited selection of thread and bobbins for training purposes only.
- Cleaning: Users are required to brush out any lint from the bobbin area and remove any thread scraps from the machine at the end of their session.
- Reporting: Any needle breakage or mechanical "clunking" must be reported to staff immediately.

Scheduling & Costs

- Appointments: Use is limited to 4 hours per session and 2 sessions per week, subject to equipment availability.
- Costs:
 - Machine Use: Free of charge.
 - Consumables: The Library may charge a nominal fee for replacement needles if broken due to user error or for bobbins provided by the Library.
- Data Collection: All users must sign in and provide a brief project description for administrative and grant reporting.