

BONFIELD PUBLIC LIBRARY

Policy Title: Cricut Maker Policy
{Cricut 2003925 Maker Model #PC2004195 ASIN B072VYPWM4}

Policy Number: 2019-23

Policy Approval Date: April 1, 2019

Policy Review Date:

The library maintains a *Cricut Maker* Machine for in library use only; giving access to new technology which supports patron's educational and personal goals.

What is a Cricut?

Cricut is an electronic cutting machine for DIY projects and crafts. It precisely cuts a wide variety of materials from paper to iron-on to adhesive vinyl – even thick materials like leather and burlap.

How much does it cost?

There is no cost to use the Cricut Cutting Machine; however, you must provide your own supplies. If using the BPL materials and/or supplies a fee will be imposed. The library will not refund any monies paid out for consumable material or supplies, in the event that a project is not completed to the creator's satisfaction.

Cricut Guidelines:

- Projects and materials may be subject to approval by staff prior to use of machinery.
- Tools and equipment are available to makers on a first come, first served basis. Please call ahead for machine availability.
- The library and all its agencies will not be held responsible for any mishap; a project is destroyed, does not print correctly, or does not work.
- All equipment available for the Cricut Maker must stay within the library.
- If a creator sees that any tool or piece of equipment is unsafe or in a state of disrepair, the creator must immediately discontinue use of the tool and notify BPL staff.
- Tools used must be returned by the creator to their original location in a clean state. The workspace also needs to be cleaned before the creator leaves.
- The creator (or, if a minor, his parent or guardian) is responsible to pay any charges or fees for use of material and supplies provided by the library, and for all loss or damage to library property or clean-up expense. The library is not responsible for any damage to, or loss or theft of, the creator's property.
- Creators must save their work on an external memory source — external hard drive, CD, DVD, or flash drive.
- It is the responsibility of the creator to delete and/or remove any files (digital or print) from the library equipment. The library is not responsible for equipment or files (digital or print) left behind by creators

Creators may not use the equipment to create any object (s) that:

- is unlawful, threatening, abusive, obscene, or racially or ethnically objectionable;
- is intended to physically harm, or attempt to harm, an animal or person in any way;
- Infringes upon a patent, trademark, trade secret, copyright or other proprietary rights of any party unless consent from the rights-owner has been obtained. The Copyright law of the making of photocopies or other reproductions of copyrighted material.
- Use of the BPL Cricut Maker Machine is intended for discovery, learning and entertainment purposes. Production of goods to be sold for profit is not permitted.

Tool and Material Donation Guidelines

Bonfield Public Library accepts new or gently used donations of the following items:

- Compatible Tools in clean and good working condition
- Consumable material that is relevant to this program being offered.

Donations are greatly appreciated. Staff reserves the right to decline donations as well as remove those that no longer support makerspace activities.

Prior to using the BPL Cricut Maker Machine for the first time, makers must (a) complete the following Agreement Form.

I have read this policy release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Any maker under sixteen years of age must also obtain the following consent and release before using the Creation Station.

I, _____ (print name), am the parent or guardian of _____ (print name).

I consent to this policy release form and state that I have read the above release, have no questions about its meaning and voluntarily agree to the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____