

## Glowforge Policy

As part of our mission to provide equal access to education for the Borough of Haddonfield and its visitors, the Haddonfield Public Library offers laser cutting and engraving services. The following is the policy for use of this service:

1. Before using the machine, users must complete the certification process, be 13 years of age or older, and agree to the library's terms in this policy.
2. The library's Glowforge may be used only for lawful purposes. Users will not be permitted to use the printers to create material that is:
  - Prohibited by local, state or federal law.
  - Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the library environment. (Such use may also violate the terms of use of the manufacturer.)
  - In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
3. The user is solely responsible for any violation of copyright, patent, or trademark laws.
4. Supervision of the use of the Glowforge by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the product, and the library specifically disclaims any knowledge thereof.
5. The library reserves the right to refuse any Glowforge request, or stop printing any request, that is illegal, violates intellectual property law, or is structurally unsound.
6. Before using the Glowforge, users must receive training from the library, but anyone may submit a print job to the library for library staff to print on the patron's behalf.
7. The library staff retains the right to alter the queue based on print time and staff availability.
8. For projects that utilize any raw material from the Library's stock, patrons will be charged for the cost of the entire sheet of material, regardless of the amount used.
9. Projects not picked up after 7 days become the property of the library. The library is not responsible for storing or saving designs in digital or print format.
10. Users are responsible for ensuring that their design is properly prepared. The quality of the resulting print is the sole responsibility of the user.
11. To ensure the safety and proper working conditions of the Glowforge, the library is the sole decider on what materials are used for projects. All library-provided material is Proofgrade - materials that are **sourced, prepared, encoded, and lab-tested** for perfect printing in the Glowforge. Patrons wishing to print on their own materials must provide a receipt or tag that states what the item is made of – the library will inspect receipts and/or documentation to determine suitability for use in the Glowforge.
12. For their own material, users will supply the researched information and project settings that are correct for material type and thickness. Users must get staff approval of the information provided.
13. The library will only accept reservations for the machine made through our online reservation software Library Calendar. Users will supply their material settings and information as part of their reservation

application. Users must reply to any information requests and receive a reservation approval email before they can begin their project.

14. Users must adhere to rules and posted safety signage. Deviation from the rules and/or engaging in behavior not complying with posted safety signage may result in library staff terminating the project and loss of access. Users will be given the opportunity to correct behavior and/or receive additional training. Library staff make the final determination of a user's privilege to use the Glowforge.
15. The library cannot guarantee user satisfaction. Refunds and re-prints will only be available in the event of machine malfunction.