



Policies and Procedures for Use of Glowforge in the Salt Lake City Public Library Creative Lab

EXPECTATIONS

1. The Library's Glowforge may be used only for lawful purposes. The public will not be permitted to use the Library's Glowforge to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene, sexually explicit, or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights.
2. Only designated Library staff will have hands-on access to the Glowforge
3. After the reservation requests are submitted to the Creative Lab, the Library reserves the right to:
 - a. Review and approve all materials before use. The design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be used in the Glowforge.
 - b. Refuse any request.
 - c. Stop a request due to time or laser printer capabilities.
 - d. Set a limit as to the maximum amount of time a job may take.
 - e. Limit the number of requests. (If there is high demand, the Library will schedule only one design per week per person or entity.)
 - f. Priority is given to Library programs and events.
 - g. **The Library cannot guarantee that a job will be completed within a particular time frame.**

REGULATIONS (PROCEDURES)

1. Design creation:
 - a. The Glowforge can be used with basic knowledge of graphics editors and design software. Video tutorials that accompany design software can be of assistance. Video instruction is also available through LinkedIn Learning which can be accessed at the Library or at home using your Library card and PIN at slcpl.org/linkedin-learning
 - b. The following software is available in the Main Library Creative Lab.
 - i. [Adobe Creative Cloud](#)
 - ii. [Glowforge Premium App](#)
 - c. The following software is available to download for free for personal and home use.
 - i. [Inkscape](#)
 - ii. [Gimp](#)
 - iii. [Pixlr](#)
 - d. Any design software may be used to create a design as long as the file can be saved in a .png or .svg format. A PNG may only be used for engraving designs.
 - e. Digital designs also are available from various file-sharing databases such as [freevector.com](https://www.freevector.com) and [vecteezy.com](https://www.vecteezy.com).
 - f. A design may be brought to the Creative Lab and uploaded into the Glowforge Premium App. A Lab Staff member can assist in defining which lines are for engraving, cutting, and scoring.



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2. Patron Procedures for the Glowforge Laser Printer:
 - a. Patrons must review Laser Safety operations by a staff member every time before laser use.
 - b. Patrons are responsible for monitoring the laser while it is working and may not leave the laser unattended.
 - c. Patrons may not adapt, move, customize, or remove parts of the Glowforge.
 - d. Patrons must inform a staff member if a hazardous situation occurs.
 - e. Patrons must supply their own materials.

 3. Material Information
 - a. A staff member will verify a patron's material is appropriate for use in the Glowforge prior to a reservation. A staff member may refuse the use of a material in the Glowforge at any time.
 - b. At the moment, **only Glowforge Proofgrade** and **Inventables** materials will be accepted. These can be purchased online or locally.
 - c. Please review the "[Materials and Uses](#)" FAQ on the Glowforge website. Some materials may be engrave only or may be more successful than others for a desired design.

 4. Material Specifications
 - a. Materials should not be thicker than $\frac{3}{8}$ " (~9.5mm)
 - b. Materials must be no larger than 12" x 20"; we cannot cut them to size.
 - c. Approved materials include: Wood, Fabric, Leather, Paper, Plexiglas (acrylic), Delrin (acetal), Mylar, Rubber, and Corian.

 5. Banned Materials
 - a. Under no circumstances will any of the following materials be allowed in the Glowforge. These include materials that are treated with or have parts with:
 - i. PVC (Poly VinylChloride) /vinyl/pleather/artificial leather
 - ii. Any halogenated compound such as chlorine (chloro-), bromine (bromo-), fluorine (-fluoro)
 - iii. Thick (>1mm) Polycarbonate/Lexan
 - iv. ABS
 - v. HDPE/milk bottle plastic
 - vi. Fiberglass
 - vii. Coated Carbon Fiber
 - viii. Chrome
 - ix. Copper, Silver, Brass, or Gold
 - x. PolyStyrene Foam or Polypropylene Foam
 - xi. Unknown materials and unknown treatment on materials (ie: lumber/fabric/leather/plastic scraps)

 6. Supervision by Library staff does not constitute knowledge, or acknowledgment, of any unapparent final use of the design, and the Library specifically disclaims any knowledge thereof.

 7. Please note that procedures governing the use of the Library's Glowforge are subject to change.
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