

La Vista Public Library  
Laser System General Use Policy  
Issued May 12, 2022

Purpose

The La Vista Public Library owns a Universal Laser System for use by staff and the general public who have been trained on the Laser System. The Laser System's use will be prioritized for library programming, but members of the public can set up a time to cut their own projects when it is not being used by the library. Before being permitted to use the Laser System on their own, users must undergo training and meet general safety guidelines as well as fill out the "Laser System Usage Agreement" form.

Liability

Makers (and their guardians when applicable) will sign a "Laser System Usage Agreement" form prior to using Laser System equipment that promises to follow these rules hereof.

The library is not responsible for any liability, damages or expense resulting from use or misuse of the Laser System.

The library is not responsible for any liability, damages or expenses of personal property resulting from using them with the Laser System, the accompanying computer, or its software.

General Rules

Makers must be at least 16 years old to use the Laser System unsupervised.

A member of the library staff must be available for supervision.

Makers are required to watch the general safety training video on Niche Academy as well as complete in-person training before using the machine. The "Laser System Usage Agreement" form must be completed and on file with the library.

All in-person programs with the Laser System will cover required training as part of the program.

The library will post the hours that the Laser System will be available; these are subject to change.

Makers must call at least 30 minutes ahead to set up a time to use the Laser System, but it is recommended they set up a time several days in advance to assure availability.

The Laser System will be unavailable for makers the hour before the library closes.

Users already using the equipment must finish their project a half hour before the library closes.

### Materials and Fees

- Using the Laser System is free, however any consumables purchased from the library will have a fee.
- There will be no refunds. Makers are charged even if the project is unsuccessful.
- Prices of library consumables are available at the circulation desk.
- Some exceptions may be made for teen and children's programs where makers may be given an allocated amount of consumables they can use.
- Makers may bring in their own consumables to use with the machine. All consumables brought in by makers must be preapproved by staff.

### Equipment Use

- No drinks, gum, or food is allowed near the Laser System equipment.
- The La Vista Public Library reserves the right to refuse service to patrons who abuse equipment or who violate any of the equipment usage policies.
- Makers will reimburse the La Vista Public Library for the cost of repairing or replacing the Laser System and/or its accessories if they are found to have been damaged from misuse.
- If the Laser System or its computer software is experiencing problems the maker agrees to report the problem to a librarian immediately to prevent further damage to the machine.

## **La Vista Public Library Laser System Usage Agreement Form**

By signing this form, you are stating that you understand the following rules.

### **Usage Policy**

- I am 16 years of age or older.
- I have completed my required training.
- I understand it is free to use the machine but that I will be charged for the consumables that I use. I know there are no refunds.
- I understand that the Laser System cannot be left unattended.
- I understand that I may bring in my own consumables to use with the machine. All consumables brought in must be approved by library staff.
- I am aware that the Laser System may not be reserved an hour before the library closes. If I am already using the Laser System, I will finish a half hour before the library closes.
- To reserve a time to use the Laser System, I must do it at least 30 minutes in advance.
- If I am misusing the machine, I understand I may be banned from using it.
- If the machine or its software is experiencing problems, I will promptly get help from a librarian to prevent further damage.
- If I break a part, I promise to reimburse the library for its replacement or repair.
- I acknowledge that the library is not responsible for any liability, damages or expense resulting from use or misuse of the Laser System or its equipment.

**Consumable Prices:** See attached

**I understand and agree to the rules of use. By signing this agreement, I accept the Universal Laser System equipment safely and ensuring it is in good working condition and free from damage when I am done.**

Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Library Card #: \_\_\_\_\_