

La Vista Public Library  
Policy  
Button Maker  
Issued July 20, 2023

#### Purpose

The La Vista Public Library owns a Button Maker for use by staff and the general public. The button makers's use will be prioritized for library programming, but members of the public can set up a time to create their own projects. Before being permitted to use the button maker on their own, users must undergo training and meet general safety guidelines.

#### General Rules

- Users must be at least 12 years old to use the Button Maker unsupervised.
- Users ages 8 to 12 may use the Button Maker with direct adult supervision.
- Users must follow safety guidelines.

#### Liability

- Makers (and their guardians when applicable) will sign a "Button Maker Usage Agreement" form prior to using the 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 Button Maker.
- The library is not responsible for any liability, damages, or expenses of personal property resulting from using them with the Button Maker.

#### Materials and Fees

- Using the Button Maker is free, however users must pay for the button supplies they use.
- There will be no refunds. Users are charged even if a project is unsuccessful.
- Users agree to avoid wasting materials.
- Cost of buttons are \$.35 for back, front and mylar.
- Some exceptions may be made for library programs where makers may be given an allocated amount of free use of button pieces.
- Users may not bring in their own button supplies unless approved by a librarian to use with the machine.

#### Equipment Use

- No drinks, gum, or food is allowed near the Button Maker.
- 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.

- Users will reimburse the La Vista Public Library for the cost of repairing or replacing the Button Maker and/or its accessories if they are found to have been damaged from misuse.
- If the Button Maker is experiencing problems, the user agrees to report the problem to a librarian immediately to prevent further damage to the machine.

## La Vista Public Library Button Maker Usage Agreement Form

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

### Usage Policy

- I am 12 years of age or older **or** I am at least 8 years old and with an adult.
- I have completed my required training.
- I understand it is free to use the machine but that I will be charged for the button making materials that I use. I know there are no refunds.
- I will pay for the material regardless of whether my project was successful.
- I understand that I cannot bring in my own buttons unless approved by a librarian to use with the machine. I may bring in my own pictures or paper to use with the button maker.
- I am aware that the Button Maker Press may not be reserved an hour before the library closes. If I am already using the Button Maker, I will finish a half hour before the library closes.
- To reserve a time to use the Button Maker, 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 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 Button Maker.

**Button Supplies Prices:** \$.35 per button (front, back and mylar)

**I understand and agree to the rules of use. By signing this agreement, I accept the Button Maker Usage Policy and am stating that I am responsible for using this 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 #: \_\_\_\_\_