

Die Cutter Policy

Purpose

The Itasca Community Library (ICL) offers in-library access to special equipment as part of its mission to meet the cultural, educational, informational, and recreational needs of the community.

Usage

The following rules and regulations apply:

Use of the die cutter is limited to ICL patrons only.

Itasca Community Library reserves the right to refuse requests that are:

- Obscene or otherwise inappropriate for the library environment
- Violate of intellectual property rights
- Otherwise violate library policy

The library cannot guarantee project quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Project or equipment limits may be applied when necessary.

Patrons will submit files they wish to have cut by using the web form on the library's website. If there is high demand, the staff will process requests on a first come, first served basis and may only schedule one cut per day per person.

Library staff will make an educated guess about the length of time a job may take upon receiving the request form. Patrons will be notified that their request was received and an estimated completion time. Patrons will also receive notification when the request is completed. Requests may take up to 2 weeks to complete.

Approved 11/16/21