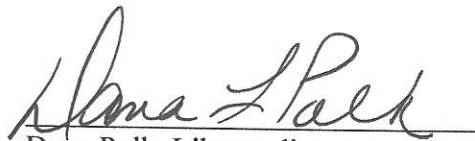


DIE CUT MACHINE USE POLICY

1. The die-cutting machine will not be available for checkout. It can be used in the library during normal operating hours by:
 - a. Schools, non-profit agencies, and daycare groups in the Shelby County area.
 - b. Library patrons over the age of 16 with a specific project or detailed need for the use of this equipment.
 - c. Persons representing other libraries.
 - d. Friends of the library, library volunteers, and library staff.
2. Individuals not using the machine for library programs will be responsible for bringing their own materials, paper, and other additional supplies. The library will not charge any additional fees for the use of this machine.
3. Persons using the machine without prior experience or knowledge must be instructed in the use by a library employee. People with demonstrated knowledge of the machine may use it without supervision.
4. The machine will be available on a first come, first serve basis. The library has the right to reserve the machine for periods of time in which it will only be available for its own use. This might occur when preparing for the Summer Reading Program or other major library events. The library staff will take reservations for the use of this machine and these reservations will take precedence over walk-in requests.



Dawn Wilson, Board Chair



Dana Polk, Library director

3/10/2021

Date