

La Vista Public Library
Policy
Heat and Mug Press
Issued July 2023

Purpose

The La Vista Public Library owns a Heatpress Nation heatpress and mug press for use by staff and the general public who have been trained use the equipment. The heat press and mug press's use will be prioritized for library programming, but members of the public can set up a time to create their own projects when it is not being used by the library.

Before being permitted to use the heat press and mug press on their own, users must undergo training and meet general safety guidelines.

Liability

- Users (and their guardians when applicable) will sign a “Heat Press and Mug Press Usage Agreement” form prior to using 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 Heat Press or Mug Press.
- The library is not responsible for any liability, damages, or expenses of personal property resulting from using them with the Heat Press or Mug Press, the accompanying laptop, printer or its software.

General Rules

- Users must be at least 18 years old to use the Heat Press and Mug Press unsupervised.
- Users ages 12 to 18 may use the Heat Press and Mug Press with direct adult supervision.
- Users are required to watch the general safety training video on Niche Academy as well as completing in-person training before being able to use the machine. The “Heat Press and Mug Press Usage Agreement” form must be completed and on file with the library.

Materials and Fees

- Using the Heat Press and Mug Press is free, however users must pay for the sublimation paper they use.
- There will be no refunds. Users are charged even if a print is unsuccessful.
- Users agree to avoid wasting materials.
- Cost of sublimation paper is \$1.00 per sheet.
- Some exceptions may be made for library programs where makers may be given an allocated amount of free use of sublimation paper.
- Users may not bring in their own sublimation paper to use with the machine.

Equipment Use

- No drinks, gum, or food is allowed near the Heat Press and Mug Press.
- 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 Heat Press or Mug Press and/or its accessories if they are found to have been damaged from misuse.
- If the Heat Press, Mug Press or its computer software 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 **Heat Press – Mug Press Usage Agreement Form**

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

Usage Policy

- I am 18 years of age or older **or** I am at least 12 years old 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 sublimation paper 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 sublimation paper to use with the machine. I must use the paper provided by the library.
- I am aware that the Heat Press and Mug Press may not be reserved an hour before the library closes. If I am already using the Heat Press or Mug Press, I will finish a half hour before the library closes.
- To reserve a time to use the Heat Press or Mug Press, 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 Heat Press and Mug Press or its equipment.

Sublimation paper Prices: \$1.00 per sheet

I understand and agree to the rules of use. By signing this agreement, I accept the Heat Press and Mug Press 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 #: _____