

Allen Public Library

Die-Cut Machine Information and Policies for Use by the Public

Revised November 2015

What are the die-cut machines used for?

- The die-cutting machines at the Allen Public Library can be used to produce multiple copies of precision-cut letters and shapes using commercially-produced dies instead of scissors.

Who can use the machines?

- Anyone age 14 and older may use the die-cut machines.
- No children under the age of 10 will be permitted in the children's workroom where the die cut machines are located. While using the die cut machine, it is the patron's responsibility to provide **other** supervision for his/her children less than 10 years of age.

How can I use the machines?

- Reservations are required to use the die-cut machines. You must make the reservation at least a day in advance by visiting the Children's Desk or by calling us at 214-509-4906.
- The die-cut machines are available to the public on Mondays and Wednesdays between 10 a.m. - 5 p.m.
- There is no charge to use the machine, but users must bring their own materials, and these must be appropriate for the machines. Examples of acceptable materials include: paper, cardstock, foam, and felt.

Additional information

- A children's staff member must be present in the workroom while the patron is using the machine. A staff member will instruct the patron in the proper use of the machine.
- Safety is needed when using the machines because the dies have sharp blades, and patrons use these machines at their own risk.
- Any damage to the machine caused by negligence will be the responsibility of the user.
- Users must clean the work area after use of the machine and return dies to the proper place in the shelving units.