

Dearborn Public Library SparkLab Glowforge Policy & Procedures

What is a Glowforge?

The Glowforge is a laser cutter and engraver. 2D designs may be cut from or engraved on a number of different materials. More information can be found at:

<https://glowforge.com/faq>

What can you make with the Glowforge?

There are a number of predesigned projects available in the Glowforge catalog. (<https://shop.glowforge.com/collections/designs/>) Some of these designs have a cost associated with them. The Dearborn Public Library has a subscription to the Glowforge Premium Service. (<https://shop.glowforge.com/collections/free-with-premium>) Full access to Premium Service features are only available in the SparkLab on SparkLab equipment.

Artwork, handwriting, .jpg, .png and .pdf images may be uploaded for engraving. The Glowforge also accepts .svg files.

There is no cost for the time that the Glowforge is being used. Patrons must provide the materials being cut and/or engraved. These materials must be approved by SparkLab Staff. Patrons may choose to purchase pre-designed files from an outside vendor. The Dearborn Public Library cannot guarantee the viability of these files on the Glowforge.

The Dearborn Public Library's Glowforge may be used for lawful purposes only. Patrons are not permitted to use the Library's Glowforge to produce designs that:

- Violate local, state, or federal laws or regulations;
- Look like, function as, or appear to function as weapons or parts thereof, except in miniature for action figures or table-top play miniatures;
- Appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others;
- May be construed as obscene or otherwise inappropriate for the Library environment;
- Potentially violate the intellectual property rights of another.
- The Library is not responsible for the subsequent safety of any item made with the Glowforge laser cutter/engraver.

Consultation/Drop off Procedure

Any patron with a full-service Dearborn Public Library card in good standing may use the Library's Glowforge for specific designs they'd like to cut and/or engrave. Only designated Dearborn Public Library staff will have hands-on access to the Glowforge.

It is best to make an appointment with the SparkLab staff to guarantee availability of the Glowforge. Walk-ins may find the equipment in use. Check the [calendar](#) for present availability and make an [appointment](#).

A consultation will be held with the SparkLab Staff about the design and materials. Patrons must provide their own materials to cut and/or engrave. Materials must be approved by SparkLab staff. All Glowforge Proofgrade™ material is automatically approved for usage. Other suggested materials are available [here](#). Other materials are approved at the discretion of the SparkLab staff. The SparkLab staff cannot do design work beyond importing the design into the Glowforge software and arranging it on the material being cut and/or engraved. Patrons are responsible for the viability of their design.

- The Dearborn Public Library reserves the right not to approve any design or material presented.
- The Dearborn Public Library is not responsible for the failure of a design beyond equipment failures.

If the Glowforge is not in use, design will be set up and started right after materials and design are approved. Engraving/cutting may take more time than is available during SparkLab Open Maker Hours. If this is the case, a patron will be emailed when the design is completed. Designs not picked up with-in 3 weeks of completion will become property of the Dearborn public Library to use as it sees fit.