

Grundy County Jewett Norris Library

Laser Cutter and Cricut Policy, Page 1 of 2

Approved: September 18, 2025

The Grundy County Jewett Norris Library (GCJNL) is excited to offer free access to laser cutters (Glowforges) and a cutting machine (Cricut Maker). In order for these machines to be used successfully and safely, the following policies apply:

Reservation:

Reservations in advance are preferred to ensure staff are on hand to assist in operating the equipment. Walk-ins are allowed, but dependent on staff availability.

Reservations can be made up to a month in advance. Reservations may not be excessively booked in advance. The library director shall determine what is excessive based on time and day of request and the intervals between reservations. Set-up and clean-up time is part of the two hour reservation.

Cost

Patrons are encouraged to create their own projects. The machines are free for patrons to use. Staff can assist patrons with designing or completing projects on request. These services are dependent on staff availability, and costs \$15/hour.

Glowforge (Laser cutter)

Materials used in the machine must be provided by patrons and be approved in advance. Staff reserve the right to reject use of any material they deem potentially unsafe. Staff will err on the side of caution if there is any doubt about what a material is made of.

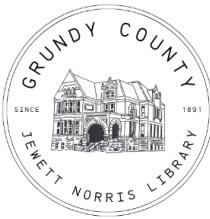
Glowforge sells a line of materials called Proofgrade, which are easy for staff to verify and set up for projects. All materials should come with proof of purchase or other documentation specifying what the material consists of.

Size:

- The bed of the Glowforge can hold material 20 inches by 18 inches, with a laserable area of 19.5 inches by 11 inches. Maximum cutting height is $\frac{1}{4}$ inch, maximum etching height is 2 inches.

Materials:

- Wood
 - Basswood, birch, and walnut plywood, untreated (engrave / cut up to 1/4")
 - Cork (engrave only)
 - Maple, solid, untreated (engrave / cut up to 1/8")
 - Oak, solid, untreated (engrave / cut up to 1/8")
 - Walnut, solid, untreated (engrave / cut up to 1/8")



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- Paper
 - Cardboard (engrave / cut up to 1/4")
 - Mat board (engrave / cut up to 1/4")
 - Paper (engrave / cut)
- Fabric
 - 100% Cotton fabric (engrave / cut)
 - Denim fabric (engrave / cut)
 - Felt, wool (cut only)
- Acrylic
 - Acrylic sheet (engrave / cut up to 1/4")
 - **Note:** "plexiglass" and hardware store grade plastics are difficult to verify and likely to be deemed unsafe. Look for acrylic sheets that are specifically designated for use in laser cutting.
 - Acrylic sheets containing glitter and other non-acrylic materials are not allowed

Cricut Maker

Materials used in the machine must be provided by patrons and be approved in advance. Staff reserve the right to reject use of any material.

Size:

- Materials must not be wider than 12 inches, longer than 24", or thicker than 3 millimeters.

Materials:

- Paper (cardstock, copy, glitter)
- Adhesive vinyl
 - Removable Vinyl recommended for projects like wall decals
 - Permanent Vinyl recommended for projects like decorating cups
 - Recommended brands: Cricut, Silhouette, Oracal
 - *Cricut Smart Vinyl not compatible
- Iron-on vinyl (or heat transfer vinyl)
 - Recommended brands: Siser EasyWeed, Cricut, Silhouette
- Stencil vinyl
 - Recommended brands: Oracal, Silhouette, Cricut
- Cricut drawing pens
 - *Must be Cricut brand to fit in machine
- Infusible Ink Sheets and Pens