



DC Public Library

Labs at DC Public Library Machine Guidelines

The Fabrication Lab, located in the Martin Luther King Jr. Memorial Library provides access to 3-D printing, cricut machines, laser cutting, and sewing.

- Use of machines is a staff-mediated service that is available via reservation after a Labs Release is signed, safety guidelines are reviewed, and machine intro workshop is completed.
- On-demand 3-D printing services are not available.
- These guidelines are subject to change by the DC Public Library.

Prohibited Content

The DC Public Library reserves the right to refuse production of any content at any time at the discretion of Library staff. Examples of specific content that may not be produced at the Labs includes, but is not limited to:

1. Content or objects that are illegal or harmful to minors.
2. Content or objects that may be construed as having intent to harm.
3. Content or objects that may infringe upon the intellectual property rights of a third party.

Statement of Liability

When using the Fabrication Lab's machines, the customer agrees to assume all responsibility for, and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials. The DC Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers, machines, or network, nor for the functionality or quality of content produced on its machines.



DC Public Library

Machine Reservations

Customers who wish to produce their designs on Fabrication Lab machines are required to successfully complete a safety orientation and a machine intro workshop. Once the intro workshop is completed, customers may reserve a 3-hour block (3-D Printing and Sewing) or a 2-hour block (Laser Cutting) to produce their items using the machine reservation link provided after the intro workshop. ID check and intro workshop for each reservation is required.

- To ensure fair use of the Labs at DC Public Library machines, each Fabrication Lab member may reserve up to three (3) reservations per calendar month in each machine type. Reservations may be two (2) or three (3) consecutive hours depending on the machine.
- If a customer is 15 minutes or more late to their reservation, the reservation may be canceled and the machine may be used by another Fabrication Lab member or staff.
- If a customer is unsure how long it will take to produce their design, they should consult with a Labs staff member before reserving a machine.
- Damage, mistreatment or neglect of Labs at DC Public Library machines by customers during a reservation will result in restriction of service, including the ability to reserve machines and/or recertify.



DC Public Library

Filament for 3-D Printers

Only customers who have successfully completed the 3-D printing intro workshop may bring in their own filament for printing. Supported filaments are PLA, CPE/PET and PVA and supported material width is 2.85 mm. Please consult with a Labs staff member if you are considering a composite or unlisted filament.

Materials for Cricut

Only customers who have successfully completed the cricut tutorial may bring in their own materials for the Cricut. Use of the Cricut requires an active Cricut Design Space user account. Supported materials include Cricut branded products, cardstock, and the following vinyl:

- Permanent and removable vinyl
- Heat Transfer vinyl
- Special vinyl, ex: glitter, metallic

Materials for Laser Cutter

Only customers who have successfully completed the laser cutter intro workshop may bring in their own materials for laser cutting. If using scrap or repurposed materials, customers must inspect materials for loose parts or metals.

Laser cutter material dimensions may be up to 12 inches by 24 inches. Materials can be up to 1/4-inch thick for cutting. Materials thicker than 1/4 inch may be etched only.

Unsupported materials include the use of any metals, non laser-safe acrylic, non-acrylic plastics, perishable items, MDF, and other materials that produce unsafe fumes or mess. For a full list of approved and restricted materials, please attend a Laser Cutter intro workshop or consult staff.

- *We reserve the right to end any job that produces disruptive odors or unsafe conditions, and may ask patrons to recertify on the machinery if unsafe usage is observed.*



DC Public Library

Materials for Sewing

Only customers who have successfully completed both the first-time sewing tutorial may bring in their own materials for sewing. Thicker materials such as heavy denim and leather may not be supported.