



Cricut Machine Use Policy

Purpose

The Cricut Maker is a die-cutting machine available for patron use at the Lyons Public Library. It is provided to foster creativity and learning among library patrons. This policy establishes the conditions for safe, lawful, and responsible use of the equipment.

Eligibility

- Users must be 18 years of age or older and hold an OWWL library card in good standing.
- Prior to first use, users must watch the three required training videos listed in the User Agreement Form.
- Users must sign the User Agreement Form and Liability Waiver before operating the machine.
- Users must re-sign the agreement annually each January.

Acceptable Use

The Cricut may only be used for lawful purposes. The following are prohibited:

- Objects or materials prohibited by local, state, or federal law
- Obscene or sexually explicit materials
- Items that infringe on copyright or trademark rights
- Items that violate other library policies

Rules of Use

- All projects must be completed one hour before closing.
- No food or drink is permitted near the Cricut.
- Users must provide their own materials. (See the Materials section below.)
- The user who signs the agreement is responsible for any misuse or damage occurring during their session.
- The Cricut must not be left unattended at any time.
- Users must provide their own device to access Design Space. Design Space is free and available on PC, tablet, or smartphone, but an account is required. The device must have Bluetooth or USB capability to transfer designs to the machine.

- Users must design and create their own projects. Projects may not exceed 11.5 by 11.5 inches, the maximum cutting area of the machine.
- Library staff are available for machine assistance only. Staff cannot provide design instruction or troubleshoot Design Space software issues.
- Users must report any machine malfunction or damage to library staff immediately.
- The Cricut is not available for checkout. It must be used in the library.
- Sessions are limited to [X] hours when other patrons are waiting.

Materials

Users must supply their own materials. The following materials are compatible with the Cricut Maker:

- Copy paper (white, patterned, printed, colored, etc.)
- Cardstock (adhesive, glitter, metallic, etc.)
- Vinyl (printable, adhesive, matte, glossy, stencil, etc.)
- Heat transfer vinyl (iron-on)

Tools Provided by the Library

The library will provide the following tools:

- 12 x 12 cutting mats (standard, light, and strong grip)
- Cricut machine and cords
- Cutting blade
- Scraper
- Weeding tool
- Scoring tool

Disclaimer

- The library cannot guarantee the quality of any cut produced by the machine.
- The library is not liable for any machine malfunctions or damage to patron-supplied materials.
- The library reserves the right to deny use of the Cricut machine at its discretion.

Loss of Privileges

Misuse of the Cricut or violations of this policy may result in suspension or permanent loss of machine use privileges.

Policy Revisions

- This policy may be revised at any time by the Lyons Public Library Board of Trustees.
- Patrons are responsible for adherence to any updated policy.

- User agreements will be renewed each January.

Adopted: April 21, 2026



Lyons Public Library

User Agreement Form for Cricut Machine Use

By signing this Agreement, you confirm that you have read, received, and agree to comply with the Lyons Public Library Cricut Machine Use Policy and its rules of use. The library reserves the right to update this policy, and patrons are responsible for reviewing the most current version before each use. User agreements will be renewed each January.

Print Participant Name: _____

Participant Signature: _____

Date: _____

Phone Number: _____

Email Address: _____

Staff Use Only:

I certify that the above user has watched all three required training videos listed below.

Staff Signature: _____

Date: _____

Training Videos:

- Cricut Features: <https://www.youtube.com/watch?v=FijMkvLxTL0&t=154s>
- Design Space: <https://www.youtube.com/watch?v=cz3V2buefn8&t=30s>
- Loading and Unloading the Cricut Mat:
<https://www.youtube.com/watch?v=sO2cpDjrXLc>

Updated: April 21, 2026



Lyons Public Library

Liability Waiver for Cricut Machine Use

Please read this document carefully before signing.

I, _____, acknowledge that I have read and agree to abide by the Lyons Public Library Cricut Machine Use Policy and its rules of use.

I understand that use of this equipment involves some risk of personal injury or property damage. In consideration of being permitted to use the Cricut machine, I voluntarily agree to assume all such risks and to release, indemnify, and hold harmless the Lyons Public Library, its Board of Trustees, officers, employees, volunteers, and committee members from and against any and all claims, demands, damages, losses, costs, or expenses (including reasonable attorneys' fees) arising out of or related to my use of the equipment, to the extent permissible by applicable law.

This release and indemnification covers all claims, whether based on negligence or otherwise, that arise in connection with my use of the Cricut machine or the library's equipment and facilities associated with it.

I confirm that I have read and understood this waiver and sign it voluntarily.

Print Participant Name: _____

Participant Signature: _____

Date: _____

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