

Carvey Policies and Procedures

The Goodnight Memorial Library maintains and furnishes a Carvey Tabletop CNC Router for use by library patrons (individuals with Goodnight Memorial Library cards in good standing). The Carvey is a resource available for educational and personal use, and is not to be used for commercial purposes or to manufacture or copy materials or goods to be sold to the public at large. Use of the Carvey shall be subject to these policies and procedures, as well as the Library's Acceptable Use Policy governing computer and computer access, and any and all other policies and procedures of the Library.

Purpose

The Library strives to offer community access to new and emerging technologies, such as CNC Routers, to inspire a new interest in creation and collaboration at your library. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the Carvey tabletop CNC router.

Policy

The Library's Carvey is available to the public for educational purposes to make carvings in HDPE plastic tiles using a design that is uploaded from a digital computer file. No policy can foresee every instance in which the Carvey may be put to use, and the Library reserves the right to amend these policies at any time, or in order to respond to a specific situation. Generally, the following guidelines shall be followed:

- I. The Library's Carvey may be used only for lawful purposes. The public will not be permitted to use the Library's Carvey to create material that is:
 1. Prohibited by local, state or federal laws.
 2. Unsafe, harmful, dangerous or poses an immediate threat to to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 3. Obscene or otherwise inappropriate for the Library environment.
 4. In violation of another's intellectual property rights. For example, the Carvey will not be used to reproduce material that is subject to copyright, patent or trademark protection.

- II. In addition to the above, the Library reserves the right to refuse any Carvey request, if in the opinion of the Library staff the request will inconvenience other patrons or staff by making the Carvey inaccessible for an unreasonable period of time. Generally, all projects should be capable of being completed within 2 hours of time.

- III. Use of the Carvey is on a first come, first served basis, and is done by Library staff. Priority printing is given to Library programs and events. Under no circumstances will a patron be allowed to change tooling or clamp a tile to the bed.

- IV. The Library charges \$2.00 each for 5.875" x 5.875" x 0.25" tile, and \$4.00 each for 8" x 12" x 0.25" tile. Color and style of the tiles is limited to what is on-hand, but patrons may request specific color combinations for future consideration.

V. Only Carvey request at a time will be accepted. (Previous job must be picked up before submitting another request.)

VI. All carvings will be left as-is at the end of the job, except for vacuuming loose material. It is the responsibility of the patron to do any finish work, such as removing excess threads, tooling marks, sanding, painting or other treatments. Patron will be notified either via email or phone when job is finished. All files will be deleted at that time. The Library recognizes that an original design is the property of the designer and designs will not be duplicated for others.

VII. Completed jobs must be picked up by the person who submitted the request within 7 business days of completion. Any items not picked up in that time become the property of the Library, and may be disposed of as the Library sees fit. The item's cost will be charged to the patron's account.

VIII. If a carving fails, staff will, at patron's request, attempt one (1) more time free of charge. In the event of a second failure, patron must either re-design and re-submit the Carvey request or withdraw it. The re-submitted request will be entered into the back of the queue to allow for other requests to proceed. Carvey request will be refused otherwise.

IX. Supervision of the use of the Carvey by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the Carvey product, or misuse thereof, and the Library specifically disclaims any knowledge thereof.

Procedures

The procedure for printing from the Library's Carvey is as follows:

1. The Carvey can only be used during designated times when library staff are available.
2. All Carvey designs must be created in Easel, available at <https://www.inventables.com/technologies/easel>. Patron may create a free account or use the Library's to design their creation.
3. Persons wanting to use the Carvey can use the form on our website, call the Library at (270) 586-8397, or send an email to someassemblyrequired@gmpl.org. Staff will contact the patron to schedule design and carving time.
4. In periods of high demand, the Library will schedule only one carving per day per person or entity.
5. It is sometimes difficult to estimate exact carving times. Library staff will make an educated guess about the length of a job upon request.
6. All procedures governing the use of the Library's Carvey tabletop CNC router are subject to change.

Disclaimer

The Goodnight Memorial Library makes no warranties as to the quality, stability, or fitness of any object created with the use of the Carvey, and is not responsible for any object created with the use of said equipment, including any harm or injury incurred as a result of any usage of said equipment.