

Glowforge Laser Cutter Terms of Service

The Frankfort Public Library District provides a CO2 Laser Cutter to Frankfort Public Library District (FPLD) cardholders to make laser-cut and engraved objects in acrylic or plywood using a design that is uploaded from a digital computer file.

- Only Frankfort Public Library District cardholders may submit laser cutting or engraving requests. Cardholders are limited to 1 request per month.
- This service is for personal and non-commercial use.
- A maximum of 1 hour will be allowed for each cutting/engraving request.
- Timeline for completing project requests will vary due to availability of staff and equipment. Most projects are completed within 14 days.
- The Library's laser cutter may be used only for lawful purposes. It may not be used to create weapons or objects that
 - Are prohibited by local, state, or federal law,
 - Are unsafe, harmful, dangerous or which pose an immediate threat to the well-being of others,
 - Are inappropriate for the library environment, or
 - Violate another person's property rights. For example, the printer will not be used to reproduce objects that are subject to copyright, patent, or trademark protection.
- The Library staff will review every project file before it is cut and the Library reserves the right to refuse any laser cutting request. The nature of laser cutting does not allow complete patron privacy but the Library will not share information about a patron's legal activities with third parties.
- The Library is not responsible for projects that fail to cut or engrave as desired, although we will do our best to assist in completing successful projects.
- The Library will not be liable for functional failure of, injuries caused by, or property damage caused by objects made through the use of laser cutters. The Library strongly recommends that the laser cutter not be used to make objects that could prove harmful, or that would result in significant cost to the user if they fail.
- If a laser cut object is not claimed by a patron within 7 days after notification, it becomes the Library's property.
- Please note that procedures governing use of the Library's laser cutters are subject to change at any time.

Laser Cutting Procedures

The Library is not responsible for projects that fail to cut or engrave as desired, although we will do our best to assist in completing successful projects. This service is for personal and non-commercial use.

Size & Formatting

- Files must be in SVG format (.svg)
- The maximum working area is approximately 11 in. (27.9 cm) deep and 19.5 in. (49.5 cm) wide for cutting, and somewhat smaller for engraving or scoring.

Materials

- Only Proofgrade brand acrylic or plywood may be used in the FPLD Glowforge.
- Patrons who wish to provide their own Proofgrade brand materials or use Proofgrade brand materials not listed on the request form should contact the Library for a consultation with a member of staff.
- Material used will be rounded up to the nearest quarter sheet.
- Please see our [Materials Fees list](#) for current pricing.
- Unused material remains the property of Frankfort Public Library District.

Submitting Requests

- A maximum of 1 hour of cutting/engraving time will be allowed for each project request.
- Only 1 project request per cardholder per month.
- Your request must be submitted via the [Glowforge Request Form](#).
- A Library staff member will review the file and respond to you with any questions and an estimated materials cost.
- Please allow 7-14 days from the date of confirmation for your file to be cut.
- You will be notified by phone or email when your request is complete.