

La Vista Public Library  
Sewing Machine and Iron Usage Policy  
Issued May 4, 2023

**Purpose:**

The La Vista Public Library owns a sewing machine that is available for La Vista Public Library card holders to borrow for in-house use. Before being permitted to use the sewing machine, users must undergo in-person training, take the general safety training video on Niche Academy and must fill out the "Sewing Machine and Iron Usage Agreement" form.

**Usage**

- Priority for sewing machine and iron use will be given to library programming. The library reserves the right to remove them from circulation for a library event.
- Users must be 16 years or older and be in good standing (i.e. their account is not blocked due to fees or lost materials) to use the sewing machine or iron.
- Parents and guardians wishing to use the sewing machine or iron for younger patrons (12 and older) agree to be responsible for the devices. They must closely supervise the younger patron while the equipment is in use.
- The user must bring all the necessary consumables with them. These must be approved by staff before use.
- The library has sewing accessories which may be used as well as an iron & ironing board.
- The sewing machine and iron must not be left unattended.
- The user must report any problems with the sewing machine or iron to the library staff when they are finished using it.
- The user must call at least 30 minutes ahead to reserve a time to use the sewing machine and/or iron. It is recommended to call several days in advance.
- The sewing machine and iron may not be used during the half hour before the library closes. They will not be available for new projects the hour before the library closes.

**Privilege Suspension**

The La Vista Public Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

**Fees**

Users will reimburse the La Vista Public Library for the cost of repairing or replacing the sewing machine and/or its accessories as well as the iron and ironing board if they are lost, stolen or damaged + \$5 processing fee.

**Liability**

The La Vista Public Library is not responsible for any liability, damages or expense resulting from use or misuse of the sewing machine and iron.

**Final Responsibilities**

- Turn off the sewing machine. Disconnect the cords from both the machine and the outlet.
- Turn off the iron and unplug from the electrical outlet.
- Leave the iron standing upright on the ironing board.
- Return the accessories box and all contents to the circulation counter.