

Quakerspace Orientation



Salem
Public
Library

QUAKERSPACE

This Orientation Will Cover:

- What the QuakerSpace is
- Terms and Conditions for the QuakerSpace
- How to use the machines safely
- Where to find designs



Do it Yourself In Quakerspace

The QuakerSpace is a craft- and technology-oriented room where you can unleash your creativity through DIY projects. It is often referred to as a Makerspace.

Patrons must learn how to use design software and execute crafts independently. Salem Public Library staff will not be responsible for patrons' projects.

- Glowforge – Laser Cutter and Engraver
(need to take certification class to use)
- Cricut – Cutting and Scoring thin materials
(need to take certification class to use)
- Heat Press – Transfer Vinyl and infusible ink
(need to take certification class to use)
- 3d Printer – Printed plastic designs
- Digital Conversion – Photo Scans/VHS->DVD



General Information



- All equipment closes 30 minutes before the building closes. No exceptions.
- Walk-ins welcome, but appointments are preferred.
- Must sign in with staff before using the equipment w/ library card or picture ID.
- Do not save projects to library computers; must save files to a flash drive, email, cloud space or other personal means
- If you are more than 30 minutes late to your scheduled appointment, your time will be cancelled if another person is waiting to use the equipment. If you are running late, call the library to let us know.



Supervision Required

It is required that anyone under age 14 is actively supervised by a parent or guardian in the makerspace at all times; failure to do so will result in being asked to leave the space.

All persons (adults and children) who will be using the equipment in the makerspace area must sign or have a parent/guardian sign the Hold Harmless, and Rules and Regulations.



Personal Responsibility

- The maker equipment is a DIY space. Staff can provide basic help and troubleshooting, but will not do projects for you.
- The library is not responsible if your materials are damaged (shirt gets burned in heat press).
- All materials must be paid for before beginning your project, even if they do not print, press or otherwise turn out as intended. If you notice a problem with the equipment, get a staff member immediately.



! Attention !

- Do not leave the makerspace while you have a project in progress.
- You must stay with a project that is printing, converting or otherwise being worked on.
- If you leave, the project will be cancelled, you will be responsible for the cost and you will forfeit your scheduled time slot.



Work in a Safe Environment

- No food or drinks in the makerspace area.
- Keep the area free of debris and clutter while working.
- Let staff know immediately, if the machine isn't working properly.
- Clean up after you are finished working.



Glowforge- Laser Cutter & Engraver



Glowforge Safety

- Only CO2 laser compatible materials can be used in the Glowforge.
- Do not stack multiple materials; for example attempting to cut two or more sheets of material at a time.
- Use Suggested Speed and Power Settings posted in the Quakerspace.
- Be sure to turn on filter prior starting the laser.
- Allow prints to cool before handling them.
- Only use flat materials in the Glowforge.
- Material must fit in the bed of the Glowforge.

Size: 12" x 20"

Thickness: 0-0.5" for cutting, 0.5"-2" for engraving



Glowforge Safety

While in use

- Do not leave the Glowforge unattended.
- Wear Laser Pro Safety Glasses
- Look inside frequently; the flame should move with the laser.
- If the flame remains after the laser has passed then the material is on fire:
 - Pull the plug on the back of the unit.
 - Alert staff by saying "Fire!" loudly.
- There may be some odor present while the machine is running. However, if you detect a strong, sharp smell that also causes eye, nose, or throat irritation, or if there is visible smoke escaping while the lid is closed, stop immediately and alert staff.



Glowforge Approved Materials

CO2 Laser compatible, Flat, 12" x 20"

Thickness: 0-0.5" for **cutting**, 0.5-2" for **engraving**

Cut & Engrave

- Wood (Unstained, Untreated)
- 100% Acrylic
- Leather (Vegetable Tanned)
- 100% natural Cork
- Mylar
- Glowforge Proofgrade Materials

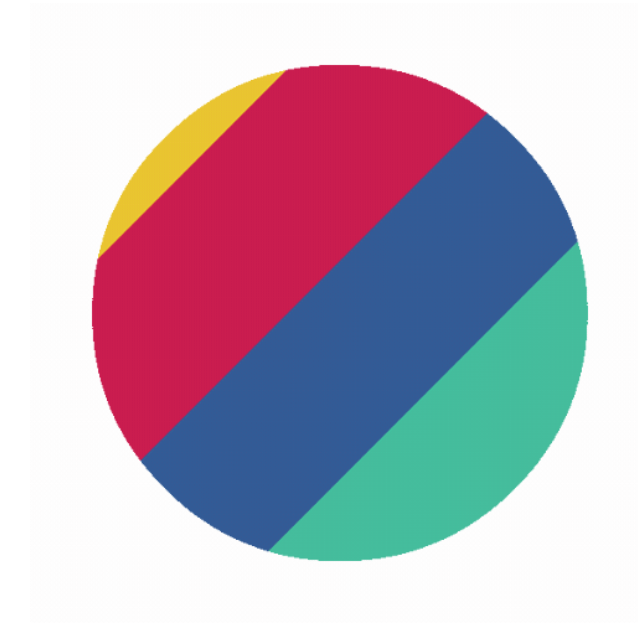
Engrave Only

- Glass
- Ceramic Tile
- Anodized Aluminum
- Marble
- Stone
- Titanium



Prohibited Materials

- MDF
- PVC
- ABS
- HDPE (milk bottle plastic)
- PolyStyrene Foam
- PolyPropylene Foam
- Epoxy
- Stained/Painted wood
- Bamboo
- Food products
- Fiberglass
- Vinyl
- Paper & Cardboard
- Electronics



Cricut and Heat Press

The **Cricut** is a machine designed for cutting various materials like paper, vinyl, and felt, enabling you to create stunning crafts. Additionally, you can use pens and markers to draw with the machine.

Flat Heat Press and the **Automatic Heat Press** is used for the easy transfer of vinyl, iron-ons, and infusible ink to fabric for a variety of projects. **Mug Heat Press** adheres infusible ink to ceramic mugs.



Cricut and Heat Press Safety

- The Cricut blades are to be changed by staff only. Please let staff know when your project needs a blade change.
- Keep yourself clear of the Cricut mat and blade while it cuts.
- The Flat Heat Press should only rest on the heat tray it is stored on.
- Do not touch the heating elements.
- Follow the heat setting guides that are posted in the Quakerspace.
- Use approved materials only.



Heat Press Approved Material

Iron-On Vinyl works with the following Materials:

- Fabrics: cotton, polyester (**Pre-wash** fabric base materials!)
- Felt
- Canvas
- Leather
- Wood: raw, untreated, no stain, no seal, no paint

Infusible Ink Transfer Sheets work with the following Materials:

- Sublimation Blanks
- Cricut Blanks
100% polyester



All materials must be checked and approved by Salem Public Library staff before they can be used in the QuakerSpace.

If there is any doubt about what the material is, it will not be allowed in cricut, heat presses, or glowforge.

Please bring in a receipt or tag with your material for staff approval.



Projects **Find Pre-Made Designs**

- Glowforge Community Page
- Thingiverse (tag:laser-cut)
- Epilog Laser Sample Club

SVG Icons/Illustrations

- FlatIcon
- Pixabay
- Vecteezy



Online Generators

- [Boxes](#)
- [Puzzles](#)
- [Keychain](#)



Draw your Design

Use Image Trace Function on Glowforge



Take handwritten recipes, drawings and other images and create a glowforge project!



Microsoft Word (PDF)

Tinkercad

Inkscape (Free)

Adobe Illustrator

(Not available in the library)



Make your own Design

Where to Get Materials

- Glowforge Proofgrade Material from Glowforge Website
- Inventables
- Ocooch Hardwoods
- Cerulean Tides
- MakerStock
- Local Craft and Lumber Stores



QuakerSpace Resources at Salem Public Library

The [QuakerSpace website](#) provide guides for many of the machines.

[Book an Appointment](#) with our Technology Trainer, if you want hands on help.

Online Resources for QuakerSpace Machines

[Glowforge Tutorials](#)

[Cricut How-To Playlist](#)

[Cricut Mugpress How-To](#)

[Heat Press How-To](#)

