

## **PEACE LIBRARY SYSTEM**

### **Flex2000 Multi-Size Button Maker Lending Policy**

The Peace Library System (PLS) has a Flex2000 Button Maker (1", 1 ½ ", and 2 ¼ "). This kit is designed to be lent out to library staff for promotional projects or programming purposes within the library for their patrons under the supervision of staff. By providing access to this technology, PLS member libraries can effectively offer new programs that they would otherwise not have the space or materials to do so.

#### Conditions for Borrowing:

- The loan period will be agreed upon at time of request but may not exceed 3 weeks. The kit may be requested in advance on a first-come first-serve basis.
- Upon requesting the kit, the library staff will be asked to specify which size of button they want to make. They will be provided with the correctly-sized die and around 50 blank buttons. More might be provided upon request, at PLS staff's discretion.
- The kit is not to be lent to a third party.
- All materials must remain safely secured in the local library.
- The kit must be returned to PLS headquarters using secure transportation such as the van run. PLS staff will be informed when the kit is being returned and by what method.
- Borrowing staff are responsible for contacting PLS in the case of equipment damage or missing equipment or if the equipment will not be returned by the agreed upon due date.

#### Conditions for Use:

- Any use of the kit materials for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The kit will not be left unattended in an unsecure area.
- The button maker should be operated by an adult, as it requires a great deal of strength and leverage, and can be dangerous. Staff should supervise use of the button maker at all times.
- The button maker is a heavy, steel, mechanical press so ensure hands and fingers are clear of any areas where the press comes down or the lever may pinch. Button making tools do include a circular cut-out tool and users should be aware of where the blade is at all times.
- PLS is not responsible for any liability, damages or expenses resulting from use of misuse of a borrowed device.

#### Conditions for Loss & Damage:

- PLS reserves the right to charge the borrowing staff for the cost of repairing or replacing or replacing a damaged device, at the Director's discretion. Borrowers will not be held liable for damage that PLS staff judge to be the result of wear and tear.
- PLS reserves the right to refuse the kit to staff that abuse equipment or are repeatedly late in returning the kit.

## Flex2000 Button Maker Parts



1. Button Press



2a.



2b.



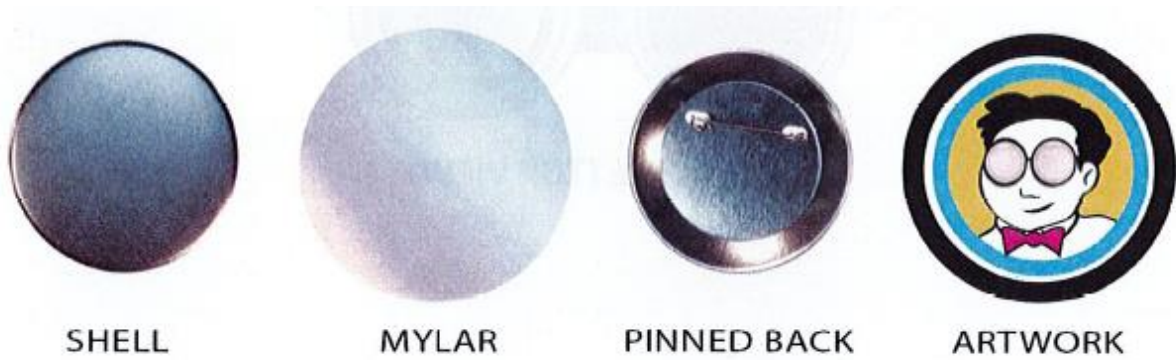
2c.

2. Die Set

- a. Shallow Pickup Die
- b. Deep Pickup Die
- c. Crimp Die

Every button requires its own Die Set. Be sure to keep your Die Sets organized and use parts and supplies of the same size.

Pinback button making parts:



Rotary Cutter

Upon receiving the Flex2000 Button Maker, staff will familiarize themselves with the enclosed User Manual. Further instructions can be found <https://www.youtube.com/watch?v=LsaIoaz1JcQ>

\_\_\_ I understand the **Flex2000 Button Maker Lending Policy** of Peace Library System and will accept any charges incurred due to loss or damage.

\_\_\_ I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the policy. I understand that I am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss and damage to the equipment as well as any liability, damages or expenses resulting from use of misuse of a borrowed device.

Date: \_\_\_\_\_

Library: \_\_\_\_\_

Name of Employee for Contact: \_\_\_\_\_

Email of Employee for Contact: \_\_\_\_\_

Signature: \_\_\_\_\_