

Die Cut Policy

Outagamie Waupaca Library System

Policy

OWLS will maintain a die cut machine and a collection of dies for the librarians, especially children's librarians, to use in programming and display.

Guidelines

1. OWLS staff will ordinarily purchase new dies annually.
2. Member librarians should have an opportunity to request or recommend dies for purchase.
3. Purchases will ordinarily be a mix of general dies, e.g., seasons and animals, that can be used for multiple programs and displays, and dies appropriate for the Summer Library Program theme.
4. OWLS will not lend the machine or dies to libraries.
5. Librarians may come to the OWLS office to use the die cut machine and the dies during regular business hours. Calling ahead is recommended, but appointments are not necessary.
6. Librarians may ask OWLS staff to make die cuts by using the printing request form. It is important to place an order two weeks or more before it is needed.
7. OWLS will not supply any material for die cutting other than its usual stock of papers.
8. The cost of die cuts will be found on the current OWLS Printing Price List.
9. Librarians may bring their own paper or other materials for die cutting, but a sample of any non-paper material (e.g., fabric, felt, poly foam, vinyl, ruffleboard, sand paper, wallpaper, balsa wood, etc.) should be pre-tested by staff.

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