

## Sewing Machines CHECKLIST

Sewing machine users must be certified and make a reservation at [sewing machine reservations](#) to use the machines.

Sign in at the circulation desk upon arrival and sign out when finished.

Follow the posted quick guides that hang next to the machine.

Sewing machines can be used for 2 hours per day/user.

Users should bring their own supplies (eg. scissors, pins, etc.)

The thread provided by the library must be used unless personal thread is pre-approved by staff. Fabric must be approved by library staff before beginning a project.

The Library's extra class 15 bobbins can be used, but they must always stay at the library. Users may want to bring their own class 15 bobbins if they plan to change thread color often.

Always turn the handwheel TOWARDS you in a counter-clockwise direction.

Always thread the sewing machine with the needle in the highest position and the presser foot raised.

Always be sure the presser foot is down when you start sewing.

Never replace a needle in the machine yourself. If a needle breaks, stop immediately and ask staff to help you get your fabric out.

Please report any problems or issues with the machine to staff immediately. Do not try to fix it yourself.

The Library's iron and ironing board can be used but must be unplugged and put away after each use.

All materials and scraps must be cleared up after using the sewing machines. Machines and sewing tools must be put away and stored after a user is finished working for the day.