

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 will maintain 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. Replacements will be purchased as necessary to maintain a wide range of options.
2. Member librarians may request or recommend dies for purchase.
3. Librarians may order die cuts by using the print order form on the OWLS web site.
4. Orders of 100 or fewer die cuts require 2 weeks lead time.
5. Orders of more than 100 die cuts require 4 weeks lead time.
6. OWLS will not lend the machine or dies to libraries.
7. Librarians may come to the OWLS office to use the die cut machine and the dies during regular business hours. Please call ahead to coordinate with OWLS staff.
8. OWLS will not supply any material for die cutting other than its usual stock of papers.
9. The cost of die cuts will be found on the current OWLS Print Services web page.
10. Librarians may use their own paper or other materials for die cutting. Please consult the materials guide on the Ellison Education web site to ensure compatibility with our equipment. A sample of any non-paper material (e.g., fabric, felt, poly foam, vinyl, wallpaper, balsa wood, etc.) should be pre-tested by OWLS staff.

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