

# Inspiration Station FAQs

After General Questions, the specific questions are organized alphabetically by machine.

## General Questions

### Do I need to take training?

Yes. The training is mandatory for specific equipment including **3D Scanner, Cricut (including Mug Press), Direct-to-Fabric Printer, Embroidery Machine, Heat Press, Large Format Printer, Laser Engraver, and Vinyl Cutter**. Training is 30-45 minutes for each machine. You can choose which machine to learn. Some are virtual and some are in-person, but they are all the same training. You must sign the User Agreement at the end of each training to use each machine. You will need your library card to sign the User Agreement.

You do not need to take training to use the sewing machines or laptops.

The 3D Printer is handled by library staff only. Submit the 3D Print Job Form on our website to request a 3D print.

### When is the training?

The training is every month. Check our website at [geaugalibrary.net](http://geaugalibrary.net) for more information. You can register for training online, call any GCPL branch, or talk in-person to any GCPL Reference Desk.

### How long is the training?

30-45 minutes depending on the machine.

### How do I schedule time in the Inspiration Station?

Call or talk in-person to the Bainbridge Reference staff. For most machines, you must take the training and sign the user agreement first. Walk-ins welcome, but the machine may not be available.

### Where can I access the tutorials?

The written tutorials are available in binders in the Inspiration Station for reference. When you attend the training, you receive an overview with links to the full written tutorials. The video tutorials are available on the Geauga County Public Library website at [geaugalibrary.net](http://geaugalibrary.net).

### How much does it cost to use the Inspiration Station?

There is a \$1.00 minimum for all projects using materials from Geauga County Public Library. For more detailed prices, check the Price List on the GCPL website or the Available

Materials List next to the door of the Inspiration Station which includes a detailed list of all materials available for purchase through the library.

### Can I schedule one-on-one training with a machine?

The Inspiration Station is self-service and the library does not provide one-on-one training for patrons. Library staff may assist with troubleshooting issues only. If you need assistance, an assistant of your choosing (such as a family member or friend) must also attend the Inspiration Station Training specific for the machine before they can assist.

You can schedule time with the machine of your choice during Office Hours when a staff member will be present to answer more questions. You will still be expected to use the machine and create your designs. Office Hours are on the library's calendar under Programs & Events.

### I have an organization (ex: Scouts, Girl Scouts, class) that would like to schedule an event and create something with a machine in the Inspiration Station. Can we use the Inspiration Station?

Yes. Please contact library staff and let us know how you would like to use the Inspiration Station for your organization. We are happy to work with you and schedule an event with you at the library.

### Can I have a guest in the Inspiration Station?

Yes, but if the Inspiration Station is busy we may ask the guest to wait outside the room to make sure everyone who has been trained and is scheduled with a machine has the space to work comfortably and safely. We also ask that the guest does not touch any of the equipment as they have not attended the training or signed the user agreement.

### Can I schedule online for time in the Inspiration Station?

Not currently. Please call or talk in-person with the Bainbridge Reference staff.

### How can I learn more about Adobe Illustrator?

The Inspiration Station includes the entire Adobe Creative Cloud software for editing and finalizing all your digitization projects on certain laptops. This includes Photoshop Photo Editor, Lightroom Bulk Photo Editor, Premiere Video Editor, and Audition Audio Editor. To learn more about this software, you can either watch videos on Youtube or access LinkedIn Learning which is a free database of courses available for free through Geauga County Public Library under Resources and Research. Some courses are hours long, so the library recommends accessing LinkedIn Learning before coming in to use the Inspiration Station. Each software also includes hands-on training modules under "Learn".

Library staff are not expected to know the Adobe Creative Cloud. We encourage patrons to explore the software themselves.

I want to design at home and then come use the Inspiration Station. What software can I use?

Some free options available are Gimp Photo Editing and Inkscape Vector Art software. Cricut Design Space for the Cricut is free and you can access it at home. You can also use the website, Canva.com, that offers free graphic design capabilities. Check the equipment specifications for the proper file type for each project.

Do I need to bring in my own computer?

No, a laptop is assigned to you with the machine requested.

Is my information safe in the Inspiration Station?

Geauga County Public Library takes privacy very seriously. The Inspiration Station computers wipe all data after every session. This is an automatic process, and the library recommends saving periodically throughout your session to ensure your files are not deleted before you can save them to your USB drive. More information on GCPL's public computer and internet policies can be found in Operating Policy 696 Internet Use By The Public.

As an added precaution, you are always welcome to delete the any files yourself before logging off the Mobile Memory Lab computer.

Can I use photos and designs from my phone or email in the Inspiration Station?

The library recommends bringing all files for the Inspiration Station on a USB drive instead of your phone or email. To access photos from your phone, you would need to access your cloud storage or email them to yourself. To access your email, you would have to log into your email account on the Inspiration Station computer which is provided to you for your session. You will need your email password. The USB drive involves the least amount of steps.

Can I use copyright designs in the Inspiration Station?

As per the Inspiration Station User Agreement: "Patrons will follow all applicable intellectual property laws, including all copyright laws. Patrons are responsible for obtaining their own protections for any intellectual property developed in the Maker Space."

Am I allowed to start my own small business using the Inspiration Station equipment?

Yes.

## 3D Printer

### Where is the training for the 3D printer?

No, printing is done by library staff only. Submit a 3D Print Job Form on the Geauga County Public Library to request a print.

### How do I use the 3D printer?

Fill out the 3D Print Job Form at [geaugalibrary.net](http://geaugalibrary.net). You must include the 3D model you want to print and your library card. Once the library receives the form, we will email you the cost. Once you approve the price, the library will add your print to the queue. Printing can take up to a week. Once finished, the library will email you letting you know you can pick up your print at the Bainbridge Circulation desk. Your library card is charged at this time. Come pick up your finished print at your leisure.

### What type of file can I submit to 3D print?

The library mainly prints STL, but can print OBJ and 3MF as well.

### How much does the 3D Printer cost?

\$1.00 minimum for all prints. \$0.10 per gram of plastic used.

### What are the limitations to 3D printing?

3D print jobs cannot exceed 5 hours. The size of the model cannot be larger than 8" x 10" x 8". Send the library any model you want to print, but the library may contact you about scaling down the design to make it fit these limitations.

## Cricut Maker, Explore, and Mug Press

### Do I have to make my own Cricut Design Space account?

Yes. To create and save your own designs, the library requests that you create a free Design Space account. This also keeps your designs private. You can access your Design Space account on any device with the software downloaded on it.

### Do I have to pay for the Cricut Design Space Access Subscription?

No. The free Design Space account has plenty of features and while the subscription includes many helpful features, they are not mandatory to use the Cricut in the Inspiration Station.

### Do I have to use Cricut materials for the Cricut machines?

No. You are welcome to bring in any materials provided they work with the machine. Cricut can only vouch for their own products, but there are plenty of great off-brand options available.

What kind of mugs do I need for the mug press?

You need Infusible Ink transfer paper and sublimation compatible mugs. You should also use the Cricut Maker 3 machine, not the Cricut Explore Air 2 as the library currently has both available.

You can buy these online or directly through Cricut. They do not need to be from Cricut to use the Inspiration Station machine.

What type of file can I use with the Cricut?

JPG, GIF, PNG, BMP, SVG, or DXF for uploading designs into the Design Space software.

## Direct-to-Garment Printer

What fabric can I use to print?

50%-100% cotton, white and light color fabrics, Maximum 0.157" (4mm) thickness. Examples include T-shirts, tote bags, sweatshirts, socks, masks, baby onesies, bibs, and terry towels.

Can I print on XXL or XXXL sweatshirts?

The largest print area is 8" x 11". Please keep this in mind when designing for larger items.

Size is not specified for the printer, but there is a chance a large garment will not fit in the tray. You are welcome to bring in an example and see if it will work before buying the final garment for the project.

What type of file can I use with the Direct-to-Fabric printer?

JPG or PNG.

Does this printer print on to a transfer sheet?

No, it prints directly on to the fabric.

## Embroidery Machine

Can I use my own embroidery thread for the embroidery machine?

No. You must use the thread available at the library. We have 80+ colors for you to use. It is \$0.10 per 1,000 stitches with a \$1.00 minimum for all projects.

Can I design embroidery patterns at home?

Yes. The file type for the embroidery machine is PES. To create this file type at home, the library recommends using the free Inkscape Vector Art software with the Ink/Stitch extension. After using the Ink/Stitch extension, you can save the file as PES and directly upload your file from your USB drive to the embroidery machine. Otherwise, we have design software available in the Inspiration Station.

Does the library provide stabilizer?

No. You must bring in your own stabilizer as what stabilizer you use depends on the project.

## Heat Press

What are the settings for the large format printer heat transfer vinyl?

300°F for 15 seconds, pressure at 4-5.

What are the settings for the vinyl cutter heat transfer vinyl?

305°F for 15 seconds, pressure at 4-5. Wait 24 hours before washing.

How long does it take for the heat press to warm up?

About 15 minutes.

How long does it take the heat press to cool down?

At least 4 hours. Please leave the heat press in **Standby Mode** when you are finished, and the library staff will turn it off after it is cool.

## Large Format Printer

Can I use the large format printer to print on fabric?

No. The library uses printer compatible materials only.

Can I bring in my own materials for the large format printer?

The material must be checked by library staff before used to ensure they are compatible with the printer and you will be charged \$0.35 per linear inch to cover the cost of ink with a \$1.00 minimum per project.

What type of file can I use with the large format printer?

PDF or AI.

How durable is the heat transfer vinyl for the large format printer?

The vinyl material can withstand up to 50 wash cycles after being transferred to a garment.

What are the settings for the large format heat transfer vinyl?

305°F for 15 seconds, pressure at 4-5. Wait 24 hours before washing.

## Laser Engraver

What type of file do I need for the laser engraver?

PDF files work best. The size of the file should match the material you are engraving. If you are using Adobe Illustrator, you can also use JPG, PNG, SVG, or AI files and print directly from Illustrator, but this is considered the more advanced option.

My material is not listed on the Suggested Material Settings list. Can I still use it in the engraver?

Contact the library: [InspirationStation@GeaugaLibrary.net](mailto:InspirationStation@GeaugaLibrary.net). We will check the material you wish to use and respond. New materials must be checked with the library before used as we make sure they will not cause a fire. We are happy to work with you and are open to adding new allowable materials.

## Sewing Machines

Do I need to take training to request a sewing machine?

No. We do have a written tutorial for reference.

Does the library provide thread and bobbins for the sewing machines?

No. Patrons must bring in their own spools of thread and bobbins.

Is there a price for using the sewing machines?

No. Since you bring in your own thread and bobbins, the sewing machines are free to use.

Can I take the sewing machine out of the library?

No, not currently. The sewing machines must be used inside the library. You can use the machines wherever you are comfortable in the building and are not limited to the Inspiration Station. We are happy to reserve a study room for you.

Can I request more than one sewing machine?

Yes. The library has 5 sewing machines available and you are welcome to request up to all 5 for an event. We will also reserve a room in the library for you to use.

## Vinyl Cutter

Can I bring in my own materials?

Yes. The vinyl cutter is 24" wide and can cut any length. We offer certain colors through the library for individual projects, but if you want a color or vinyl not available through the library you can bring in your own materials and use the vinyl cutter for free. The cost for sticker vinyl at the library is \$0.10 per linear inch and heat transfer vinyl is \$0.50 per linear inch. There is a \$1.00 minimum for all materials.

Why would I use the vinyl cutter instead of the large format printer or Cricut?

The vinyl cutter is great for large one-color vinyl stickers like for window designs. It is also great for bulk orders such as adding names and numbers to the backs of a whole baseball team's jerseys. You would want to use the large format printer for full color designs. The Cricut is only 12" wide compared to the vinyl cutter at 24" wide, so it is best for smaller projects and can cut more than vinyl.