







# Charlotte Sewing Checklist

- ✓ Patrons must go through the certification process to use the sewing machines. We have a basic certification standard. Patrons must view the tutorial videos on the website, read this checklist, and answer the questions on the certification quiz correctly. Following that the patron will be contacted to set up a time with staff to demonstrate that they can correctly wind a bobbin and thread the machine. This basic certification process may vary from person-to-person, depending on the patron's sewing experience. We will hold periodic certification classes to ensure that patrons who need extra help above and beyond the standard process are able to get certified.
- ✓ Patrons must make a reservation to use the sewing machines.
- ✓ Patrons may use a sewing machine for 3 hours per day.
- ✓ Patrons must bring their own supplies (eg. scissors, pins, etc.)
- ✓ Always use the thread provided by the library. Personal thread must be pre-approved by staff. There is 50 cents per hour fee to use the library thread.
- ✓ Always use pre-approved fabric.
- ✓ There are extra class 15 bobbins available for use, but they must always stay at the library. Patrons 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.
-  Patrons may use the iron and ironing board, but must make sure to unplug and put away.
-  Sewing machines and any equipment must be put away and stored after a patron is finished working for the day.