



**Digital Heat Transfer Printing- Before the appointment. Please acknowledge you have read and reviewed the following.**

Access to this device is reserved for patrons of the Sachem Public Library with cards in good standing who have also reviewed our [Studio Makerspace Policy](#). All file submissions must be in a common image or design software format and conform to the guidelines in the Studio Makerspace Policy. All submissions shall be reviewed and approved by Studio staff prior to printing. Submissions are completed in the order they were received. Although many submissions are completed within a week, this may change depending on our queue and the particular scope of the project. Submissions cannot be guaranteed by a certain date. If you need help submitting a design, please email the Studio or call us (631) 588-5024 ext. 230

**Materials must be supplied by the patron.**

It is possible that transfers might not work 100% of the time. This means that transfers might fail and damage the materials. Please provide a few extra items as a precaution. **Maximum number of items that can be pressed is 10 items per month.**

**Cost per transfer sheet: \$5.00 Maximum number of prints:** is 10 per patron, per month

**Maximum print size is 11x17**

Multiple smaller images can be placed on one print to create multiple transfers.

**Timeline of requested project:**

1. Submit request with design file (which will state the material transferring to and quantity). If you need help with a design, you first must schedule a One-on-One design appointment.
2. Staff will review the project and schedule an appointment. Any noticeable changes will be suggested via email to be completed by the appointment date.
3. This appointment will be reviewing the materials that have been brought in by patrons, confirming the image placement, and reviewing the process and use of equipment. With staff oversight the submitted project will be started. Depending on the project multiple appointments may be required.
4. Average lead time to schedule an appointment is 7 days, but this does not guarantee your request will be completed within this time. Project completion time is heavily dependent on the details of your particular request and a number of other factors, such as number of other requests in the queue, and the status of the equipment in the space. Submitting your project places you into the queue, but does not in any way guarantee immediate turnaround or completion of your request.

**Types of materials: Results can and will vary.**

- Fabric (the less the texture the better - T Shirts, sweatshirts, canvas, leather etc.)
- If the fabric can withstand high heat it can be used.

**Patron Name** \_\_\_\_\_

**Date Reviewed with Patron** \_\_\_\_\_

**Staff Initials** \_\_\_\_\_