Purpose: To standardize button maker checkout experience.

Persons Affected: Media department, library patrons.

Policy:
- Button maker creates 1.75” buttons and is manufactured by American Button Machines
  - Check out period is 24 hours.
- If library-owned materials are used to create buttons, users will be charged per button. If users supply their own button-making material, there will be no charge.
  - Cost for current Aquinas faculty, staff, students is $0.15 per button
  - Cost for community users is $0.20 per button
- The charge covers material for one button, which consist of:
  - One metal pinback
  - One metal shell
  - One mylar cover

Procedures:
- Items needed to make buttons consist of: button maker, circle cutter, button designs printed on regular paper, metal pinbacks, metal shells, and mylar covers
- Media desk workers will provide instructions and/or demonstrations, if necessary, on how to use the button maker, but will not create buttons or designs.
  - Instructions can be found on the wall above the button maker and on Library CourseConnect page.
- The button maker and circle cutter will each have a barcode and will be checked out separately.
- When supplies are down to 100 buttons, notify the Technical Services Coordinator so more can be ordered.

Instructions:
- [https://www.youtube.com/watch?v=OPXqGJHy-WM](https://www.youtube.com/watch?v=OPXqGJHy-WM) – How to make buttons
- [https://www.youtube.com/watch?v=N9dcERm5b_k](https://www.youtube.com/watch?v=N9dcERm5b_k) – How to use the circle cutter
- [https://www.americanbuttonmachines.com/pages/button-making-tutorial](https://www.americanbuttonmachines.com/pages/button-making-tutorial) - Picture tutorial