



Library Makerspace

3D Printer Use Policy and Procedure

Purpose

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

Printer Use Policy

The Library's 3D printer is available to library card holders to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
3. Obscene or otherwise inappropriate for the Library environment.
4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
5. The Library reserves the right to refuse any 3D print request.

The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, network, or 3D printer, for the availability of the 3D printer, or for the functionality or quality of content produced on the 3D printer.

The Library is not responsible for the functionality or quality of content produced on the 3D printer. Reprints will only be available in the event of machine malfunction. Failed prints due to errors within the 3D model will still be charged for materials used.

If a creator does not pick up their print project within 7 days of completion, they will not be allowed any further use of the 3D printer.

Procedure

Users must pay for the plastics and other materials used in the printing process. 3D printing is charged by the gram (**\$0.15/gram**). Charges must be paid in cash at the time of pick up. The library will not accept any other form of payment. Refunds are not given.

Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.

The procedure for printing from the Library's 3D printers is as follows:

Design creation:

1. The 3D printer can be used with basic knowledge of 3D printing. Creating a new design requires an advanced knowledge of 3D modeling concepts and Computer Assisted Drawing (CAD) programs. Video tutorials that accompany CAD programs can be of assistance.
2. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj file format.
3. The Library has computers which can be used to access Tinkercad, an online resource for designing 3D objects.
4. Digital designs are also available from various file-sharing databases such as Thingiverse.com.

Submitting a design for printing:

1. Persons wanting to use the 3D printer shall submit their project information and upload their file (in .stl or .obj file format) using the library's online submission form. Up to 5 files can be uploaded at one time. Staff will add the model to the printing queue. Files should be no larger than 25MB and objects should be no larger than 160mm x 160mm x 180mm (6.30" x 6.30" x 7.09").
*Note: It is necessary to have a Google account to upload files. If you need help creating a free Google account, library staff can assist you
2. Library staff will contact the submitter within 2 business days to verify the request. It is sometimes difficult to know exact print times, but Library staff can estimate the length of a job.
3. If there is high demand, the Library will schedule only one print per day per person or entity.
4. The files will be readied for printing in Cura or other authorized software. The Library will view all files in Cura or other authorized software before printing.

Wait/pickup time:

1. The creator will be notified upon completion of the print and must pick up the completed print within 7 days. If a creator does not pick up their print project within 7 days, they will not be allowed to submit any other projects.
2. Items may be picked up at the Circulation Desk at the Main Library. The amount due must be paid at that time in cash. Printed items cannot be sent to branch libraries.

3. After completion of the print, the patron's file will be erased from the Library's Google Drive.

*Please note that procedures governing the use of the Library's 3D printers are subject to change.

Definitions

3D printer: A 3D printer uses melted plastic (or other materials) to produce objects designed on a computer.

3D printing: the process of making a physical object from a digital 3D model.

CAD: Computer Assisted Drawing