

## PURPOSE

The Library offers the community access to new and emerging technologies such as 3D printers to inspire an interest in creative design. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

## POLICY

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. 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:
  - a. Prohibited by local, state or federal law.
  - b. 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.)
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. 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.
- II. The Library reserves the right to refuse any 3D print request.
- III. Cost: The Library seeks to recover costs of materials. The Library will charge on a weight measure by gram. Cost is derived from PLA filament and maintenance of the machine. Cost per gram may fluctuate, but will be posted on the website.
- IV. 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.
- V. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
- VI. Printed objects will be photographed and displayed on the library's website. Special consideration for patent or copyright reasons will be considered by the Library Director.

## PROCEDURES

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

- I. Design creation:
  - a. The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
  - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
  - c. The Library provides access to computers with MakerWare (for MakerBot) installed.
  - d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.

- II. Submitting a design for printing:
- a. Persons must print, complete, and sign the request to use the 3D printer.
  - b. Persons wanting to use the 3D printer shall bring their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Library. Files may also be submitted via email.
  - c. If there is high demand, the Library will schedule only one print per day per person or entity.
  - d. The files will be readied for printing in MakerWare or other authorized software. The Library will view all files in MakerWare or other authorized software before printing.
  - e. Wait/pickup time: Items may be picked up at the main service desk. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- III. Please note that the procedure governing the use of the Library's 3D printer is subject to change.

## DEFINITIONS

- 3D printing: the process of making a physical object from a digital model.
- 3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.
- CAD: Computer Assisted Drawing

**This policy is adapted from that of the Sacramento Public Library.**

**<http://www.saclibrary.org/About-Us/Policies/3D-Printer-Policy-and-Procedure/>**