

3D Printer Policy

Aldrich Public Library

PURPOSE

The Library strives to offer our community access to emerging technologies to inspire interest in creation and collaboration. This policy establishes how the public may use the 3D printer.

POLICY

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

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses threat to the well-being of others.
 - c. In violation of intellectual property rights (copyright, patent or trademark).
 - d. Obscene or otherwise inappropriate for the Library environment.
2. The Library reserves the right to refuse any 3D print request.
3. There is a nominal per object charge and a charge per gram of filament used to cover maintenance and materials costs.
 - a. Users will not be charged in cases of mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a customer's control.
 - b. Refunds will not be given if an object does not print correctly due to design errors. Patrons may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the customer.
4. Printed items not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
5. Only designated staff and volunteers will have hands-on access to the 3D printer.

Adopted by Board of Trustees: June 2017

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PROCEDURES

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

1. Design creation:
 - a. Designs are available on various file-sharing databases such as Thingiverse.com.
 - b. Creating a new design requires knowledge of 3D modeling software. Video tutorials can be of assistance.
 - c. The Library has computers available with software for design creation.
 - d. File must be saved in .stl or .obj format.
 - e. Objects must be smaller than 6"x6"x6".
2. Submitting a design for printing:
 - a. Bring the file (max 25MB) on usb or email: 3dprinter@aldrichpubliclibrary.org.
 - b. First come first serve. Library projects take priority.
 - c. Files will be readied for printing in an authorized software such as Cura. The Library will view all files before printing.
 - d. Printing must start and finish within the day's operating library hours.
3. Pick up items at the circulation desk. It may be difficult to estimate exact print times.
 - a. 3D printed objects may have small bumps, holes, and/or rough edges.
 - b. Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material and/or rafts may be used. The Library will not be responsible for removing any supports and/or rafts.

Procedures governing the use of the Library's 3D printers are subject to change.

Updated April 2017.