

## 3D Printer Policy and Procedure

April 26, 2022

### 3D PRINTER 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 printers. This is a staff mediated service and is available on a first come, first served basis.

#### 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.

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:

Prohibited by local, state, or federal law.

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.

Obscene or otherwise inappropriate for the Library environment, at the discretion of the Library Director or Assistant Director. Any appeals about the judgment of a print may be made to the Library Board.

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.

The Library reserves the right to refuse any 3D print request.

- **Cost: 3D printing at the Library will cost the user ten cents (\$0.05) per one gram of filament used for the print. Before a print is released to the user, they must have any and all print invoices paid in full. Users shall not be charged for prints that fail due to hardware or software malfunction or error.**
- **Only designated Library staff will have hands-on access to the 3D printer.**

#### PROCEDURES

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

##### Design Creation:

Any 3D drafting software may be used to create a design as long as the file is compatible with Library 3D printing software. A list of current accepted file types is available upon request.

The Library has computers with software that may be used to create a design.

Digital designs are available from various file-sharing databases such as Thingiverse.com

##### Submitting a design for printing:

Persons wanting to use the 3D printer may bring their file to the Library during open hours.

The timeline for completion could vary greatly depending on demand. Library staff will review all files before printing to ensure they meet size restrictions for the 3D printer available.

Wait/pickup time: Items may be picked up during regular business hours at the Burley Public Library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request. Customers will be notified when their print job has been completed, and all files will be deleted from the system at the time. Projects which are not picked up within fourteen (14) calendar days following notification will not be retained. Refunds are not permitted.

The Burley Public Library is not responsible for any damage, loss, or security of data arising from the use of its computer or network, nor for the functionality or quality of content produced on the 3D printer.

By submitting content or objects, the customer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.

- **Users will be allowed to provide their own filament for the print. These prints shall not be billed by weight but by time and complexity of the print at a cost of five cents (\$0.05) per one (1) gram of filament used. Filament must NOT be ABS (Acrylonitrile Butadiene Styrene) to be printed at the Library.**
- **Please note that procedures governing the use of the Library's 3D printers are 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.

#### 3D Printing | Burley Public Library

We are excited to offer a 3D printer for your use at the Library!

The printer was purchased through a grant from the Make It at the Library program, made possible by the Idaho Commission for Libraries and the U.S. Institute of Museum and Library Services.

If you can dream a design, we can print it.

Please check the procedure and policy form before sending your designs or questions. Anything not answered there can be asked by emailing us at [Burley@pmt.org](mailto:Burley@pmt.org).

**You can design your own prints using software like SketchUp or an online, browser based program called TinkerCAD.**