

3D Printer Policy

Purpose

Elwood Public Library desires to offer community access to a new and emerging technology. 3D printing is a way to inspire new interest in design and a way to help patrons bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

The library is happy to offer patrons the ability to submit projects to be printed on the library's 3D printer. The 3D Printer can create a physical object based on a design supplied as a digital file. These can be designs you've created yourself, or designs you've obtained from another source and have permission to use. Your submitted design file must be in the stl file format.

Policy

The library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded as an stl file.

- I. The library's 3D printer may be used only for lawful purposes. Patrons 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.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printer 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: 3D printing at the Library is \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50. All 3D models must be paid for in full before being released to patrons.
- IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
- V. To request a specific 3D print you can either fill out our 3D print request form, bring your file to the Library on a USB drive, or upload the file from a library computer to a provided USB drive. We will

review your file and a staff member will place your file in our 3D printing queue. STL files can be exported from most 3D design software packages. Additionally, you can find models in .STL format on websites like thingiverse.com, printables.com, and thangs.com.

- VI. Elwood Public Library staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, the Elwood Public Library cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up completed models within three weeks. If models are not picked up within three weeks following completion, then the print becomes the sole possession of the Elwood Public Library who may apply them in any manner it deems appropriate.
- VII. 3D printed objects may have small bumps, holes, and/or rough edges. These can be cleaned up using fine sandpaper or steel wool. 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. These additions are easily removed by the patron. The Library will not be responsible for removing any supports and/or rafts.
- VIII. Because of inherent limitations with equipment, the Elwood Public Library does not guarantee that any 3D model will print successfully. If a print fails due to Library staff error or hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt. The Library may refuse to reprint the object after two unsuccessful attempts.

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.

The 3D printer policy was adopted 4-9-2018.

Revised 2-12-24