

3D Printer Policy & Procedures

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
- IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

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

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 file format.
 - c. Digital designs are also available from various file-sharing databases such as thingiverse.com which we recommend.
- II. Submitting a design for printing:
 - a. Option one: email your .stl file to mrobertson@elwood.lib.in.us
 - b. Option two: sign up at the children's desk with a general item in mind (cat, dog, horse, flower). We will select a matching .stl file based on your request.
 - c. Option three: Meet with Mike Robertson or other library employees and together select an appropriate stl file to print.
 - d. If there is a high demand for 3D print jobs, patrons will be limited to only one print per day.
 - e. Wait/pickup time: Items may be picked up at the Children's circulation 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. Cost and procedures governing the use of the Library's 3D printers are subject to change.