

3D Printer Policy and Procedure

Purpose:

Preble County District Library strives to offer our community access to new and emerging technologies to inspire a new interest in creation and collaboration. This Policy and Procedure establishes how and under what circumstances the public may use the 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.

1. 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 materials 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 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 materials that is subject to copyright, patent, or trademark protection.
 - e. Objects larger than 9"x5"x5".
2. The Library reserves the right to refuse any 3D print request.
3. Cost: 3D printing at the library will cost .10 cents per gram to offset the cost of the filament and maintenance of the 3D printer.
4. Items printed from the 3D printer that are not picked up within seven days will become property of PCDL. Items must be picked up by the individual who printed them. A requesting patron who does not pick up their print forfeits all future access to use the 3D printer.
5. Patrons may only use the printer alongside designated library staff. Use of the 3D printer is at the discretion of the designated library staff.
6. Supervision of the use of the 3D printer by library staff does not constitute knowledge or acknowledgment of any unapparent final use of the 3D product and the library specifically disclaims any knowledge thereof.

Procedure:

1. It is the responsibility of the requesting patron to design their own creation and prepare it for printing in .stl file format. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
2. The design must be applicable for printing with PLA filament. The file size must be no larger than 25MB.
3. The design should be downloaded to a USB drive as a .stl file.
4. Once the review of the file has been completed, printing will be scheduled within a reasonable period of time. Same day printing is not assured. The Preble County District Library reserves the right to schedule only one print per day per person or entity.



5. Print times are estimated and cannot be guaranteed.
6. The requesting patron must pay for the 3D print before it can be turned out to them. The requesting patron is responsible for all errors that occur during the printing process. If the object does not print correctly due to design errors, it is the responsibility of the user to pay for the object.
7. You must clean your own rafts and supports. Small bumps or holes and rough edges on the object may occur. These can be cleaned up with fine sand paper or other tools.

Disclaimer:

This Policy and Procedure may change at any time.

While the Preble County District Library staff make every effort to oversee the use of the equipment in the printing of an object, the use of the printed object upon completion is not under the direction or control of the District Library. The Preble County District Library is not responsible for any object created with the use of the 3D printer, including any harm or injury incurred as a result of the usage of the 3D printer or the object which is printed.

Adopted by the Preble County Board of Trustees on 3/28/2017.



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By signing this statement, I am indicating that I understand the terms of 3D printer Policy and Procedure and agree to abide by it when using the equipment. I relinquish any responsibility on behalf of the Preble County Library District's liability in the printing process or the use of the printed object.

Printed Name

Printed Parent/Guardian Name (if applicable)

Signature

Parent/Guardian Signature (if applicable)

Date

Phone Number

Description of Object to be printed:

Number of Grams: _____

Price: _____

Date when it will be printed

Date when it must be picked up