

## 3D Printer

Approved 11-19-18

The Perry County Public Library strives to offer access to new and emerging technology. It is the Library's hope to inspire a new interest in design as well as to assist the community in bringing their creations to life in accordance with the Library's mission statement. This policy establishes the manner and circumstances whereby the Library's 3D printers may be utilized.

1. 3D printing is available to all patrons. Children under the age of 16 must be accompanied by an adult.
2. 3D printers may be utilized only for lawful purposes. Printing will not be permitted to create material that are:
  - 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;
  - d. 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.
3. The library reserves the right to refuse any 3D print request.
4. Each patron may have only one 3D print request in que at any given time.
5. The library cannot guarantee model quality or stability, nor confidentiality of designs. Responsibility for removing rafts and supports is up to the patron.
6. Printing requests are handled on a first come, first served basis, with priority given to library programs.
7. The library will charge only to recover the cost of material required for the printing process of each individual print. Payment must be made before items are printed.
8. Items printed that are not retrieved within 7 days from assigned pick-up date will be deemed to be the property of the library.
9. Items printed will be released only to the individual that originally requested the print.
10. Patrons claiming a 3D print must sign a waiver of liability release before their print will be released to them.
11. Only designated library staff will have hands-on access to the 3D printers.
12. 3D printing will be by appointment only.
13. Except in the case of mechanical failure, objects failing to fully print, errors in the printing process, or other factors not in the patron's control, patrons are expected to pay for completed objects and 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 patron.

14. Printing an item on the library's 3D printer does not constitute knowledge, or acknowledgment, or any unapparent final use of the 3D product and the library specifically disclaims any knowledge thereof.

### **Procedure for Printing**

1. Patrons must submit a 3D Printing Request Form to the circulation desk.
2. Patrons will be contacted from the information on the request to schedule an appointment for 3D printing. (if patron making the 3D print request is under age 16, a responsible adult must accompany the patron at the library on the appointment date).
3. It is the responsibility of the patron to design their own creation and prepare it for printing. The only changes library staff will make to designs are:
  - a. Scaling to fit within the 3D print build plane;
  - b. Adding supports, rafts, or other stabilizing features, per patron request.
4. Patrons must submit their 3D print file in .STL, .OBJ, .3MF, or .FPP format on a USB flash drive when arriving at the library on their previously scheduled appointment date and time.
5. Patrons will be informed of the date and time to return to the library to obtain their finished 3D printed object.

### **Disclaimer**

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