

CLINTON PUBLIC LIBRARY 3D PRINTING POLICY & USAGE GUIDELINES

3-D Printer - Usage Guidelines

The Library's 3-D printer is available to the public to produce three-dimensional objects in plastic, printed from a design that is uploaded from a digital computer file supplied by the user.

I. The Library's 3-D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3-D printer to create material (in-whole or in-part) that may be considered:

- 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 use of the manufacturer.)
- C. Obscene or otherwise inappropriate for the library environment.
- D. In violation of another's intellectual property rights. Example: Reproduction of material that is subject to copyright, patent, or trademark protection.

II. The Library reserves the right to refuse any 3-D print request including, but not limited to, violation of library policy, manufacturer terms, failure to pick up and pay for previous requested prints, etc.

III. Color options for filament will be limited to available library stock.

IV. Fees for 3-D printing are based on the quantity of filament used during the print process in addition to the quality of the print. For a draft-quality print, patrons will be charged \$0.25 per gram. For fine quality prints, patrons will be charged \$0.35 per gram.

V. Items printed from Library's 3-D printer, which are not picked up within 7 days of completion, will become property of the Library.

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

VII. Use of this equipment complies with any and all other library policies, as applicable.

Printing Process

I. Design creation:

A. 3-D print projects can be designed with basic knowledge of Computer-aided Design (CAD) software.

B. Any 3-D drafting software may be used to create a design as long as the file can be saved in .stl or .obj file format.

C. Digital designs also are available through various file-sharing databases such as Thingiverse.com.

II. Submitting designs for printing:

A. Users bring a formatted 3-D print file (in .stl, or .obj, file, no larger than 10MB) to the Main Desk during the Library's regular hours of operation. Staff will add the model to the printing queue.

B. In times of high demand, staff may limit schedule to one print per day, per person, or entity, based on availability.

C. Library staff will view all files in Blender or other authorized software before printing. If a 3-D print file is incompatible or flawed, it is the responsibility of the customer (user) to revise the 3-D print file for printing.

D. Patrons must agree to associated project fees and wait times prior to print runs.

E. Wait/pickup time: Completed print items may be picked up at the Circulation Desk. Wait times are estimates.

III. Guidelines for use of the 3D printer are subject to change.

IV. The Clinton Public Library Information Center is not responsible for damage to patron files, storage devices, printed projects, unclaimed storage devices or printed objects, or violation of acceptable use guidelines, as defined within this policy.

DEFINITIONS

3D Printing - The process of making a physical object from a three-dimensional digital model.

3D Printer - A device used to manufacture objects by depositing material in successive layers according to a prescribed pattern or model.

CAD - Computer-aided Design