

3D Printer Policies and Procedures

The Goodnight Memorial Library maintains and furnishes a 3D Printer for use by library patrons (individuals with Goodnight Memorial Library cards in good standing). The 3D Printer is a resource available for educational and personal use, and is not to be used for commercial purposes or to manufacture or copy materials or goods to be sold to the public at large. Use of the 3D Printer shall be subject to these policies and procedures, as well as the Library's Acceptable Use Policy governing computer and computer access, and any and all other policies and procedures of the Library.

Purpose

The Library strives to offer community access to new and emerging technologies, such as 3D printing, to inspire a new interest in creation and collaboration at your library. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the 3D Printer.

Policy

The Library's 3D Printer is available to the public for educational purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. No policy can foresee every instance in which the 3D Printer may be put to use, and the Library reserves the right to amend these policies at any time, or in order to respond to a specific situation. Generally, the following guidelines shall be followed:

- I. 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 material that is:
 1. Prohibited by local, state or federal laws.
 2. Unsafe, harmful, dangerous or poses an immediate threat to to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 3. Obscene or otherwise inappropriate for the Library environment.
 4. 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.
- II. In addition to the above, the Library reserves the right to refuse any 3D print request, if in the opinion of the Library staff the request is unreasonably large, or if the request will inconvenience other patrons or staff by making the 3D Printer inaccessible for an unreasonable period of time. Generally, all projects should be capable of being completed within 7 hours of time.
- III. Use of the 3D Printer is on a first come, first served basis, and is done by Library staff. Priority printing is given to Library programs and events.
- IV. The Library charges a \$0.06/gram fee to offset the cost of the filament. This fee includes the object printed, plus any rafts or supports that must be included to support the object while it is being printed.
- V. Only one print request at a time will be accepted. (Print job must be picked up before submitting another print request.)

VI. All prints will be left as-is at the end of the print job. It is the responsibility of the patron to do any finish work, such as removing supports, sanding, painting or other treatments. Patron will be notified either via email or phone when print job is finished. All files will be deleted at that time. The Library recognizes that an original design is the property of the designer and designs will not be duplicated for others.

VII. Completed prints must be picked up by the person who submitted the print within 7 business days of completion. Any items not picked up in that time become the property of the Library, and may be disposed of as the Library sees fit. The item's cost will be charged to the patron's account.

VIII. If a print fails, staff will, at patron's request, attempt one (1) free reprint. In the event of a second failure, patron must either re-design and re-submit the print request or withdraw it. The re-submitted request will be entered into the back of the print queue to allow for other print requests to proceed. Print request will be refused otherwise.

IX. Supervision of the use of the 3D Printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, or misuse thereof, and the Library specifically disclaims any knowledge thereof.

Procedures

The procedure for printing from the Library's 3D Printer is as follows:

1. The 3D Printer can only be used during designated times when library staff are available.
2. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj format. Tinkercad and SketchUp Free are web-based programs that are free to use. Digital designs are also available from various file-sharing databases such as Thingiverse, MyMiniFactory, and Pinshape.
3. Persons wanting to use the 3D Printer can either use the form on our website or email their file (in .stl or .obj format) to someassemblyrequired@gmpl.org. Staff will add the model to the printing queue.
4. In periods of high demand, the Library will schedule only one print per day per person or entity.
5. The files will be readied for printing in Cura or other authorized software. The Library will view all files in Cura or other authorized software before printing.
6. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
7. The Library has black, white, green, blue, clear, natural, red, orange, purple, yellow, and [colors to be determined] filament colors. If you have a color preference, please state it when you submit your print file. Otherwise, color will be whatever is in use at the time.
8. All procedures governing the use of the Library's 3D Printer are subject to change.

Disclaimer

The Goodnight Memorial Library makes no warranties as to the quality, stability, or fitness of any object created with the use of the 3D Printer, and is not responsible for any object created with the use of said equipment, including any harm or injury incurred as a result of any usage of said equipment.