

3D Printer Policy and Procedures

Forsyth County Public Library

PURPOSE

Forsyth County Public Library desires to offer community access to new and emerging technologies to inspire interest in creation and collaboration. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

POLICY

The Library's 3D printers are 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.

- I. The Library's 3D printers may be used for lawful purposes only. The public will not be permitted to use the 3D printers to create objects that are:
 - a. Prohibited by local, state or federal law.
 - b. Potentially unsafe, harmful, dangerous or pose an immediate threat to the well-being of others. Examples are guns, knives or other possibly lethal weapons.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. Larger than 11.6"x7.6"x6.5"
 - e. 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. The Library reserves the right to refuse any 3D print request.
- III. The Library will collect an up-front fee of \$1.00 per object from the patron. After the object is printed, the patron must pay an additional \$0.20 for each gram of plastic filament used to create the object.
- IV. A printed item should be picked up within 7 days or it will become the property of the Library. Items must be picked up by individual who requested the print request. A requesting customer who does not pick up his/her print may forfeit future use of the 3D printer.

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

VI. 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.

PROCEDURES

I. Design creation:

- a. It is the responsibility of the requesting customer to design their own creation and prepare it for printing in .stl or .obj file format. Design software is available on one computer at the designated location with a 3D printer. Digital designs are also available from various file-sharing databases such as Thingiverse.com. Library staff is available for consultation or assistance only.
- b. The design must be applicable for printing with ABS filament and must accommodate the selection available at the Library at the time of printing. The file size can be no larger than 5MB.
- c. The design should be downloaded to a USB as a .stl or .obj file. Library staff must view the file and approve it for printing. Staff will estimate the cost of printing and notify the customer.

Submitting a design for printing:

- d. Once the review of the file has been completed, printing will be scheduled to be completed within two business days.
- e. If there is high demand, the Library will schedule only one print per day per person or entity.
- f. Print times and cost are estimates only and cannot be guaranteed. The Library reserves the right to cancel print jobs that might take longer than four hours to complete.
- g. The requesting customer is responsible for paying for the 3D print before it can be turned over to them. The requesting customer is responsible for all errors that occur during the printing process. If the object does not print correctly due to

design errors, it is still the responsibility of the customer to pay for the object. It is recommended that before you submit your file, you utilize a software that checks for errors and helps to repair them.

- h. Please note that procedures governing the use of the Library's 3D printers are subject to change.