Community Library of DeWitt & Jamesville

3D Printing Policy   9/18/2023

3D Printing is available at the Community Library of Dewitt & Jamesville (CLD&J). The Lulzbot Mini and PLA filament are available for patron use for a small fee to cover the cost of materials.

Policy
The Library's 3D printer is available to valid library card holders 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 physical or digital material 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 use 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 material that may be subject to copyright, patent, or trademark protection.

2. The Library reserves the right to refuse any 3D print request.

3. 3D printing at the Library is available for a small fee. More information on current pricing is available from the Library.

4. Only designated Library staff, volunteers, and certified library patrons will have unsupervised, hands-on access to the 3D printer. To become certified, library patrons must satisfactorily complete 3D printer training.

5. Priority on the use of the 3D printer will be given to DeWitt and Jamesville residents and all those residing in the Library's service area. All patrons with a current Library card (in good standing) who are age 13 or older may request access to the 3D printer. Patrons under the age of 13 may access the printer only with a parent or guardian.

6. Access to the 3D printer may be revoked at any time by the Library Director or their designee.

Procedure

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

1. Design creation:

    a. Digital designs are available from various file-sharing databases such as Thingiverse.com. Files can be downloaded at the Library or brought to the Library on a flash drive. 3D Printing On-Demand is also available through the library's website and does not require certification.

    b. Patrons may also bring their own designs to the Library. **The Library's 3D printer can print files saved as .stl or .obj**. Currently, the Library does not have the resources to support the creation of 3D designs for printing by staff on-demand.

2. Printing a design:

    a. If the patron is printing an object for the first time at CLD&J, a staff member or volunteer will certify the patron in the use of the 3D printer. Sign up for a One-on-One Tech Help session to get certified. Sign up in person, over the phone, on the library's website, or email hive@cldandj.org.

    b. **After becoming certified, patrons wishing to use the 3D printer will schedule an appointment by emailing the library's tech team at hive@cldandj.org, indicating when they will come in and which color filament they would like to use. Patrons should check in at the front desk when they arrive for their appointment.**

    c. Patrons should not attempt to change the filament on the 3D printer themselves. Library staff will change the filament according to the color indicated when the patron makes their appointment.

    d. Library staff will be happy to assist certified users of the 3D printer as time permits. The Library staff has limited availability to provide this assistance on-demand.

    e. Printed objects must be smaller than **5.7"x5.7"x5.7".** Files must not be larger than **25MB** and must be completed during normal Library operating hours.

    f. Patrons must remain with the printer until it completes the first layer and check in occasionally to ensure it continues to print successfully. Contact a staff member immediately if there is an issue with the printer.

    g. Patrons may see slight imperfections in their prints. Small bumps or holes and rough edges at the base of an object may occur with 3D printing. These imperfections can often be minimized with fine sand paper or other tools.

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

Replacement Costs

3D Printer $ 1500.00
Computer $ 1389.74

3D Printer Agreement

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment. I will be responsible for the care and condition of the 3D printer and agree to pay the replacement cost of any components that are damaged due to misuse or neglect while using the printer.

The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of the usage of the equipment.

_____   _____   _____

User's Printed Name   **Signature** (self or parent/guardian) **Date**

_____

Library Card Number

_____

Parent or Guardian's Printed Name (Parent/legal guardian must sign if the user is under 18)