

## 3D Printing on-Demand Policy

The Community Library of DeWitt and Jamesville is offering a 3D Printing on-Demand service. This service 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. The library uses a Lulzbot Mini 3D printer and PLA filament for printing.

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 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 is available for a small fee (currently in Winter 2021, the fee is 5 cents per gram of filament used) The printer uses inflexible PLA filament. Charges will be added to your library card after printing. This fee can be paid online once you have accrued \$3.00 or more on your account.
4. The print file you upload must be in .stl or .obj format, no larger than 25 MB, smaller than 6"x6"x6", and take less than 5 hours to print. We will notify you if your file cannot be printed.
5. Use of the 3D printer by Library staff to print files on-demand does not constitute knowledge, or acknowledgement of, any final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
6. Access to the 3D printer through the on-demand printing service may be revoked at any time by the Library Director or their designee.

### Procedure

The procedure for 3D Printing On-Demand is as follows:

1. Create your own 3D design (.stl or .obj) using CAD software like Tinkercad. You can also choose a file (.stl or .obj) from an open source site like Thingiverse.com. Make sure you have permission and it is legal to reproduce the file before submitting it.

2. Fill out and submit the form below. Library staff will contact you to confirm the request and may need to clarify your needs before your print request can be confirmed. Submitting this form does not guarantee that the Library can print your file.

3. When the print is ready, a library staff member will contact you to schedule a time to pick up your print from the Patio Pick-Up tables. Requests may take up to 7 days to be completed. A materials charge (\$0.05/gram) will be added to your library account after the job is successfully printed. This fee can be paid online once you have accrued \$3.00 or more on your account.

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 sandpaper or other tools.

1/15/21 EC