



3D Printing and Scanning Policy

2/1/19

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. The library also offers access to an Occipital Structure 3D Scanner for free.

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.

The Library's 3D scanner is available to valid library card holders to scan three-dimensional objects.

1. The Library's 3D printer and/or 3D scanner may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer and/or scanner 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 or 3D scan 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 hands-on access to the 3D printer. Patrons wishing to use the 3D Scanner without it being anchored to the desk must be certified. To become certified, library patrons must satisfactorily complete 3D printer and/or 3D Scanner 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 and/or scanner only with a parent or guardian.
6. Access to the 3D printer and/or scanner 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.
 - 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.
 - c. 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.
2. Printing a design:
 - a. Patrons wishing to use the 3D printer will schedule an appointment by contacting the library.
 - b. 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 and appointments will be based on staff/volunteer and 3D printer availability.
 - c. Printed objects must be smaller than **6"x6"x6"**.
 - d. Files must not be larger than **25MB**, must take less than 5 hours to print, and must be completed during normal Library operating hours. Patrons must remain with the printer while it completes his/her object.
 - e. 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.
 - f. 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.
3. Scanning an object:
 - a. Patrons wishing to use the 3D scanner will schedule an appointment by contacting the library.
 - b. If the patron is scanning an object for the first time at CLD&J, a staff member or volunteer will certify the patron in the use of the 3D scanner and appointments will be based on staff/volunteer and 3D scanner availability.
 - c. Patrons may see slight imperfections in their scans. The scanner is able to pick up detail only to a certain degree and may not register all the detail on an object, especially a smaller object or an object with fine detail.
 - d. Supervision of the use of the 3D scanner 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.

