

## SOLDOTNA PUBLIC LIBRARY 3D PRINTER POLICY & PROCEDURES

The Library offers community members access to new and emerging technologies, such as 3D printing, to promote learning and creativity. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may print designs on the Library's 3D printer.

### Policy

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 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 is subject to copyright, patent or trademark protection.
2. The Library reserves the right to refuse any 3D print request.
3. Due to demand and limited resources, the Library will not print designs that take more than two hours to complete. Larger projects may be divided into multiple smaller prints to accommodate this time limit.
4. **Cost: 3D printing at the Library is currently free, thanks to donations and the support of the Soldotna Library Friends. A suggested donation is \$3 per print job. It is anticipated that a fee will be charged in the future to cover printing costs if demand outpaces our ability to supply filament.**
5. Items printed from Library 3D printer that are not picked up within 7 days will become the property of the Library. Items must be picked up by the individual who printed them.
6. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
7. The Joyce K. Carver Memorial Soldotna Public Library is not responsible for any damage, loss, or security of data arising from the use of its computer or network, nor for the functionality or quality of content produced on the 3D printer.
8. By submitting content or objects, the customer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

## Procedures

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

1. Create a design:
  - a. Object files can be downloaded from a sites such as Thingiverse, Bld3r or you can use a Library computer to access Tinkercad, Blender or Mineways to make your own designs.
  - b. Export your object as a .stl or .obj file.
  - c. Note: We will print your file as is. If you need help optimizing or troubleshooting, please ask for help before submitting.
2. Submit a print request
  - a. Bring your design to the Library during our regular operating hours, and fill out a 3D Printing Request form.
  - b. Save a copy of your project! The file you submit to us will be deleted upon being printed.
  - c. Our staff and volunteers will review your design before adding it to the printing queue to make sure they meet the size and time restrictions.
  - d. The timeline for completion may vary greatly depending on demand.
3. Collect your print
  - a. You will be emailed when your print is complete, and you will have seven days to collect your print.
  - b. PLEASE NOTE: "complete" doesn't always mean "successful." We'll still notify you when it's done even if it doesn't come out perfectly.
  - c. Prints can be collected during regular Library operating hours.
4. Please note that procedures governing the use of the Library's 3D printer are subject to change.

Adopted by Library Board: July 17, 2017  
Approved by City Librarian: July 17, 2017

 **SOLDOTNA PUBLIC LIBRARY  
3D PRINTING REQUEST FORM**

**Staff Use Only:**

Date Rec.: \_\_\_\_\_

PRINTED

DENIED

Notes: \_\_\_\_\_

\_\_\_\_\_

Please read "03.04 3D Printer Policy & Procedures" and then fill out the form below.

I have read and agree to abide by the Soldotna Public Library 3D Printer Policy & Procedures.

Initial here: \_\_\_\_\_

<b>Library Card#:</b>	
<b>Last Name:</b>	
<b>First Name:</b>	
<b>Phone number:</b>	
<b>E-mail Address:</b>	

Please indicate your filament color preference:

- White
- Black

<b>Object File Name:</b>	
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Object Description:

After submitting this form to a staff member, please email the file to [library@soldotna.org](mailto:library@soldotna.org).