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PROCEDURES MANUAL

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Subject: 3D PRINTER POLICY

Effective Date: January 2016Review Date: January 2017Prepared By: Tonya Kennon, DirectorApproval: Board of Library Trustees

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**BACKGROUND**

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire interest in innovation, design, creativity and collaboration and to help the community make their ideas a reality. 3D print creations can potentially provide answers to societal issues. 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 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 only for lawful purposes. Library customers will not be permitted to use the Library's 3D printers 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.
- II. The Library reserves the right to refuse any 3D print request.
- III. 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.

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- IV. Cost: A nominal fee will be charged for the production and materials to print 3D objects.
  - a. \$1.00 fee will be charged for setting a print job.
  - b. \$0.10 fee will be charged for each 1 gram of plastic used (rounded up to the next whole gram) including a raft and any supports if required or requested.
  - c. At the staff's discretion, the setup fee may be waived when additional copies of the same item are requested within a 30 day period of the original print.
- V. Time: If there is a high demand, the Library may limit the number of print jobs per person or entity and cap the run time of print jobs.
- VI. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
- VII. Only designated Library staff and volunteers will have hands-on access to 3D printers. Library customers may not operate 3D printers but are welcome to observe the 3D printers in action.