

Three-Dimensional (3D) Printing Policy For Piedmont Regional Library System

Approved by Piedmont Regional Library System Board of Trustees July 2017

Reviewed and Approved October 2021

The library's 3D printer is available to the public for educational purposes 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 for lawful purposes only. Patrons 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 printer 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. It is the responsibility of the requesting patron to design his/her own creation and prepare it for printing. See the 3D Printing Agreement for more information.
4. 3D printing at the library will cost \$1.00 per job (paid as a deposit) plus \$.20 per gram to offset the cost of the filament and maintenance of the 3D printer. The requesting patron must pay for the 3D print before it can be turned over to them. The requesting patron is responsible for all errors that occur during the printing process. If the object does not print correctly due to design errors, it is the responsibility of the user to pay for the object. It is recommended that before you submit your file, you utilize software that checks for errors and helps to repair them.
5. Items printed from the 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. A requesting patron who does not pick up their print forfeits all future rights to use the 3D printer.
6. Patrons may only use the printer alongside designated library staff when they are available by making an appointment, or by leaving their request to be printed as time allows.
7. Patrons wishing to print from the 3D printer must have a library card in good standing, and must complete a 3D Printing Policy Agreement.
8. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.
9. Print times are estimates and cannot be guaranteed. Same day printing is not assured. The Piedmont Regional Library System reserves the right to schedule only one print per day per person or entity. Print jobs of over five hours will be cancelled.

Three-Dimensional (3D) Printing Agreement For Piedmont Regional Library System

- It is the responsibility of the requesting patron to design his/her own creation and prepare it for printing. in .stl file format
- Digital designs are available from various file-sharing databases such as Thingiverse.com or the Afinia website (<http://afinia.com>.)
- Library staff are available for consultation or assistance only with selecting designs.
- The design must be applicable for printing with PLA filament.
- The file size must be no larger than 25MB.
- The design should be downloaded to a USB drive as an .stl file. (SD cards may be utilized if the file is saved in gcode (.g extension) and provided that library staff are able to view the file for preapproval for printing.)
- Once the review of the file has been completed, printing will be scheduled within a reasonable period of time.
- Once a design has been approved for printing, the job will be started within the patron's appointment time or printed as time allows and patron will be contacted for pickup.

By signing this Agreement, I indicate that I understand the terms the Piedmont Regional Library System Policy and Agreement, and agree to abide by it when requesting a 3D print.

Library Card Number & Printed Name

Signature & Date

Parent or Legal Guardian's Printed Name (if patron is under 18)

Parent or Legal Guardian's Signature & Date

Appointment Date/Time

Contact Phone Number for Pickup

Date Deposit Paid

Weight/Cost of item

Date Balance Paid/Item Picked Up