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 2026

Please read and sign.
Staff will provide you with a copy of the Policy and the signed Agreement.

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.

Rules of Conduct

1. Patron must be 18 years of age or older, and must possess a library card in good standing.
2. 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.
3. The library reserves the right to refuse any 3D print request.
4. It is the responsibility of the requesting patron to design his/her own creation and prepare it for printing. Files must be in a compatible format for the printer and one of the filament options offered by the library. The file size must be smaller than the print bed of the machine.
5. The print file must be presented to staff either through a USB drive, or sent as a link from a compatible file-sharing database such as Thingiverse.com or Makerworld.com
6. 3D printing at the library will cost $.20 per gram. Patron must pay for the 3D print before release. Patron is responsible for all errors that occur during the printing process, and it is the responsibility of the patron 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.
7. 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 patron who printed them. A patron who does not pick up their print may forfeit all future rights to use the 3D printer.
8. Patrons may only use the printer alongside designated library staff. 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. Number of prints per day may be restricted by library staff. Print jobs of over five hours will be cancelled.

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

Print Name: _____

Library Card Number: _____

Phone: _____

Weight/Cost of item: _____

Date Paid/Item Picked Up: _____

I have read this entire document, and my signature below indicates my agreement to abide by the Piedmont Regional Library System Three-Dimensional (3D) Printing Policy.

Signature: _____