Appendix M: 3D Printer Policy

Purpose:

The Danville-Center Township Library believes a 3D printer will inspire interest in design and enable the community to bring its ideas to life. This policy establishes how and under what circumstances the public may use the library's 3D printer.

Policy:

The library has one 3D printer available to the public. This printer may be used to create three-dimensional objects made of filament using a design uploaded from a digital computer file. The 3D printer is available to all ages.

I. The 3D printer may only be used for lawful purposes. The public are not permitted to use the 3D printer to create objects that are:
   A. Prohibited by local, state, or federal law.

   B. Unsafe, harmful, dangerous, or an immediate threat to the welfare of others.

   C. In violation of another's intellectual property rights, i.e. 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. Cost: 3D printing at the library will cost $0.o5 per gram to offset the cost of filament. The amount of projected filament used will be determined prior to printing. Patrons will be expected to pay the charge upon pick up.

IV. The library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged. Patrons may not request a new print at no cost due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron.

V. Patrons will have 7 days to retrieve items printed from the library 3D printer. Items must be picked up by the individual requesting the print. Objects that are not picked up within that time period will become property of the library.

VI. Only designated library staff will have hands-on access to the 3D printer.

VII. Facilitation of the printing process by library staff does not constitute knowledge of any intended final use of the 3D printed product.

Procedure:

The procedure for the library's 3D printer is as follows:

I. Design creation:
   A. Any 3D software may be utilized as long the file can be saved as .stl or .obj file format.
   B. The library has computers available for public use. Tinkercad is a free, online design resource.
   C. Digital designs are available from various file-sharing databases such as Thingiverse.
   D. The print area for the 3D printer is 152mm x 152mm x 158mm (6in x 6in x 6.2in). Objects larger than the print area will not print.

II. Submitting a design for printing:
   A. Persons wanting to use the 3D printer will complete the form on the library's website including attaching their file (in .stl or .obj). Staff will add the model to the printing queue.
   B. The library has Polymaker Teal, Lulzbot Green, True Green, True Red, Translucent Blue, and Black filament colors. If you have a color preference, please state it when you submit your print file. Otherwise, the library will make the color selection. Color availability may vary.
   C. If there is high demand, the library will schedule only one print per day per person or entity.
   D. The files will be readied for printing in Cura or other authorized software. The library will view all files in Cura or other authorized software before printing. No changes will be made to submitted files.
   E. It is difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request. Allow 1-2 weeks for prints to be completed. Persons will be contacted when their print is ready for pickup.

III. Please note that the procedures governing the use of the library's 3D printer are subject to change.