

## policy

Name: 3D Printer Policy

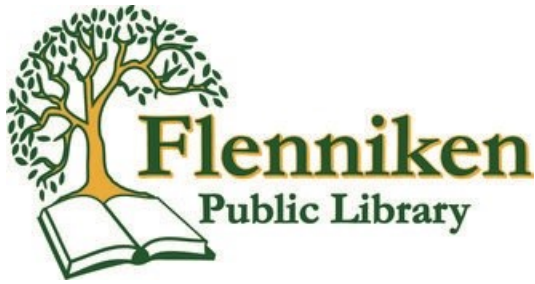
Approved: September 11, 2018 by Flenniken Public Library Board of Trustees

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### **POLICY:**

Flenniken Public Library strives to offer users access to new and emerging technologies to inspire creation and collaboration. 3D printing is one such technology. The printer is to be used at staff discretion for limited quantity, non-commercial purposes to make three-dimensional objects from a digital model utilizing a design that is uploaded from a Stereo Lithography (STL) format computer file.

- The 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create objects that are:
    - A) Prohibited by state or federal law.
    - B) In violation of another's intellectual property rights.  
Examples: copyrighted or trademarked materials
    - C) Unsafe, harmful, dangerous, or poses an immediate threat to the well being of others.  
Examples: guns, knives, or other possible lethal weapons
    - D) Obscene or otherwise inappropriate for the Library environment
2. The Flenniken Public Library reserves the right to refuse/ alter any 3D print request.
- A) Non-commercial use of the 3D Printer is at the discretion of designated library staff, and quantities will be limited.
  - B) 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 specially disclaims any knowledge thereof.
  - C) Only designated staff will have hands-on access to the 3D printer.
  - D) Items not picked up within 14 days will become the property of the Library. Items must be picked up by the individual who printed them.



## 3d Printer Use Request Form

By submitting content or objects, the patron agrees to assume all responsibility for, and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials.

The Flenniken Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor of the functionality or quality of content produced on the 3D printer.

\_\_\_\_\_ I have read, understood, and agree to abide by the Flenniken Public Library 3D Printer Policy.

Name \_\_\_\_\_ Email \_\_\_\_\_

Waggin Barcode \_\_\_\_\_ Phone Number \_\_\_\_\_

File Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Notes:

Signature \_\_\_\_\_

Approved By \_\_\_\_\_ Date Approved \_\_\_\_\_

# Patron Expectations & Procedure

1. Patrons wishing to use the 3D printer must have a library card in good standing from a public library within the Waggin system.
2. Library staff will review every object file before it is printed. The nature of 3D printing does not allow complete patron privacy but the library will not share information about a patron's legal activities with third parties.
3. The library is not responsible for the subsequent safety of any item made with the 3D printer. Flenniken Public library is not liable for functional failure of or injuries o property damage caused by objects or materials made through the use of 3D Printers. The Library strongly recommends the 3D printers not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail.
4. The library reserves the right to:
  - Refuse or alter any 3D print job
  - Scale a print job to fit the printer parameters
  - Limit the number of print requests
5. Print on demand objects must require less than 10 hours to print each piece.
6. Multi piece requests will be considered on a case by case basis
7. Printing request may take up to 14 business day to complete.
8. Patron will fill out a 3D Printer request form and submit the file on a flash drive or email it to tech@flenniken.org. The file will be saved as a .stl or .obj
9. The library currently does not charge for 3D Printing . This my change at any time.
10. Priority will be given to students.

