

3D Printer Policy and Procedure

INF-3

Purpose:

Approved April 2017

The Liberty Lake Municipal Library strives to offer our community of users access to new and emerging technologies to inspire interest in creation and collaboration. The purpose of this policy is to establish how and under what circumstances the public may use the 3D printer.

Policy:

The Library's 3D printer is available to the public for educational purpose to make three dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. The 3D printer may be used for lawful purposes only. Patrons will not be permitted to use the printer to create objects that are:
 - * Prohibited by local, state or federal law.
 - * In violation of another's intellectual property rights; for example, materials that is subject to copyright, patent or trademark protection.
 - * Unsafe, harmful, dangerous or that may pose an immediate threat to the well being of others.
 - * Obscene or otherwise inappropriate items for the library environment
 - * Objects larger than 9"x5"x5".
2. Liberty Lake Municipal Library reserves the right to refuse any 3D print request.
3. Cost: 3D printing at the library will cost \$1.00 per object plus \$.20 per gram to offset the cost of the filament and maintenance of the 3D printer. This fee is due before the printing begins.
4. Items printed from the 3D printer that are not picked up within seven 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 may forfeit all future rights to use the 3D printer.
5. Patrons may only use the printer alongside designated library staff or volunteer coaches.
6. Use of the 3D printer is at the discretion of the designated library staff.

Supervision of the use of the 3D printer by library staff does not constitute knowledge or acknowledgment of any final use of the 3D product and the library specifically disclaims any knowledge thereof.

Procedure:

1. It is the responsibility of the requesting patron to design their own creation and prepare it for printing in .stl file format. Design software is available on at least one computer in the Learning Center. Digital designs are also available from various file-sharing databases such as Thingiverse.com. Library staff are available for consultation or assistance only.

2. The design must be applicable for printing with PLA filament and must be versatile to the selection available at the Librar at the time of printing. The file size must be no larger than 25MB.
3. The design should be downloaded to a USB drive as a .stl file. SD cards may be utilized if the file is saved in gcode (.g extension). Library staff must be able to view the file at one of the Learning Center center computers for preapproval.
4. Once the review of the file has been completed printing will be scheduled within a reasonable period of time. Same day printing is not assured. The Library reserves the right to schedule only one print per day per person or entity.
5. Once a design has been approved for printing, the requesting patron must be present for the initiation of the print process (i.e.- 5 to 10 minutes, depending on the size of the print job, after the machine begins placing filament on the plate). Once the printing has begun the patron may leave and return within seven days to retrieve their 3D print.
6. Print times are estimates and cannot be guaranteed.
7. The requesting patron must pay the \$1.00 fee for the 3D print before the project is accepted for printing. 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 the fee for the materials used. It is recommended that before the file is submitted, the patron utilizes a software that checks for errors and helps to repair them.
8. The patron must clean his own rafts and supports. Small bumps or holes and rough edges on the object may occur.

Disclaimer:

This Policy and Procedure may change .

While the Library staff make every effort to oversee the use of the equipment in the printing of an object the use of the printed object upon completion is not under the direction or control of the Library or the City of Liberty Lake. Neither the Library nor the City is responsible for any object created with use of the 3D printer, including any harm or injury incurred as a result of any usage of the 3D printer or the object which is printed. The patron agrees to assume all responsibility for, and shall hold the Library/City of Liberty Lake harmless in all matters related to patented, trademarked, or copyrighted materials.

3D Printer Request Form

Liberty Lake Municipal Library

By signing this statement, I am indicating that I understand the terms of 3D Printer Policy and Procedure and agree to abide by it when using the equipment. I relinquish any responsibility on behalf of the Liberty Lake Municipal Library's liability in the printing process or the use of the printed object and agree to the following provisions:

Patrons younger than 18 must have a parent/guardian sign the 3D Print Request Form.

Printing is available on a first come, first served basis.

The Library reserves the right to limit printing.

Priority for the 3D printer and staff time will be given to Library programs or activities.

While the Library will maintain the confidentiality of users' printing history, the prints themselves will occur within public view, and the Library makes no guarantee that any particular print will not be seen by the public.

3D printing will occur only during library open hours. Print jobs requiring more time than is left in the day will be started on the following day.

Patrons wishing to print will deposit an estimated cost for their project with the Library and present that receipt to claim their project. At that time a refund or additional payment will be required. Unless the print fails to finish, the cost of the project, regardless of quality will be charged.

Printed Name

Printed Parent/Guardian Name (if applicable)

Signature

Parent/Guardian Signature (if applicable)

Date

Email and phone number for acknowledgment of printing project/details

Description of Object to be printed:

Date when it will be printed

Date when it must be picked up