

3D PRINTER POLICY AND PROCEDURES CHESTER SPRINGS LIBRARY

PURPOSE

The Chester Springs Library (Library) offers community access to a variety of new and emerging technologies such as 3D printers to inspire an interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

POLICY

The Library's 3D printers are available to Chester County Library System cardholders in good standing to make three-dimensional (3D) objects in plastic using a design that is uploaded from a digital computer file.

- 1) The Library's 3D printers may be used only for lawful purposes. No one will be permitted to use the Library's 3D printers 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,
 - c) Obscene or otherwise inappropriate for the Library environment, and/or
 - d) In violation of another's intellectual property rights. (For example, the printers 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) The Library reserves the right to limit the number of print requests per person.
- 4) Items printed from Library 3D printers that are not picked up within 7 (seven) days will become property of the Library. Items must be picked up by the individual who printed them. A customer who does not pick up his or her print forfeits all future rights to use the 3D printer.
- 5) Only designated Library staff and volunteers will have hands-on access to the 3D printer.
- 6) Customers may use the printer only alongside designated library staff or volunteers. 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 unapparent final use of the 3D product and the library specifically disclaims any knowledge thereof.

DISCLAIMER: The Library is not 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 printed.

PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

- 1) Design creation:
 - a) Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany Computer Assisted Drawing CAD programs can be of assistance.
 - b) Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
 - c) The Library has computers with AutoCAD software that may be used to create a design. Library staff are not responsible for the creation of a design file. Customers must supply their own USB

Thumb Drive or SD Memory Card for saving their design. No files may be saved on Library computers.

- d) Digital designs also are available from various file -sharing databases such as Thingiverse.com.
- 2) Submitting a design for printing:
- a) Any person wishing to use the 3D printer shall submit a completed Request Form along with his or her file on a USB Thumb Drive or SD Memory Card (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Library during open hours. One Request Form must be submitted per object to be printed. Staff will add the model to the printing queue.
 - b) At this time, the Library cannot print designs requiring *soluble support*.
 - c) The Library does not accept files submitted electronically.
 - d) Printing costs are listed on the Request Form and are subject to change.
 - e) Objects will be printed in the color available.
 - f) If there is high demand, the Library will schedule only one print per day per person or entity.
 - g) The files will be readied for printing in authorized software. The Library will view all files in this software before printing.
 - h) Wait/pickup time: The Library cannot guarantee that a print job will be completed within a particular time period. It is sometimes difficult to estimate exact print times. Library staff will estimate the length of a job upon request.
 - i) The Library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will be charged. No refunds will be given after the item is picked up.

DEFINITIONS

3D printing: The process of making a physical object from a digital model.

3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.

CAD: Computer Assisted Drawing

Please note that the policies and procedures governing the use of the Library's 3D printers are subject to change at any time.

BOARD APPROVED: 10/17/2017