

3-D Printing Procedures & Guidelines

POLICIES

1. The library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is: Prohibited by local, state or federal law. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. Obscene or otherwise inappropriate for the Library environment, including weapons. In violation of another's intellectual property rights. For example, the printer may 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 seeks to recoup materials costs. Therefore, there is a charge for 3D printing of \$.10 per gram. The cost is derived from the PLA filament cost and machine maintenance. The cost is subject to change. Changes will be posted to the library website.
4. Patrons will not be charged for prints that are defective due to printer problems.
5. Only the Library's filament is allowed to be used in the 3D printer.
6. 3D prints that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
7. A staff member or trained volunteer must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have final say when determining the order of print jobs when there is a queue.
8. Printed objects may be photographed and displayed on the library's website. Special consideration for patent or copyright reasons will be considered by the Library Director.



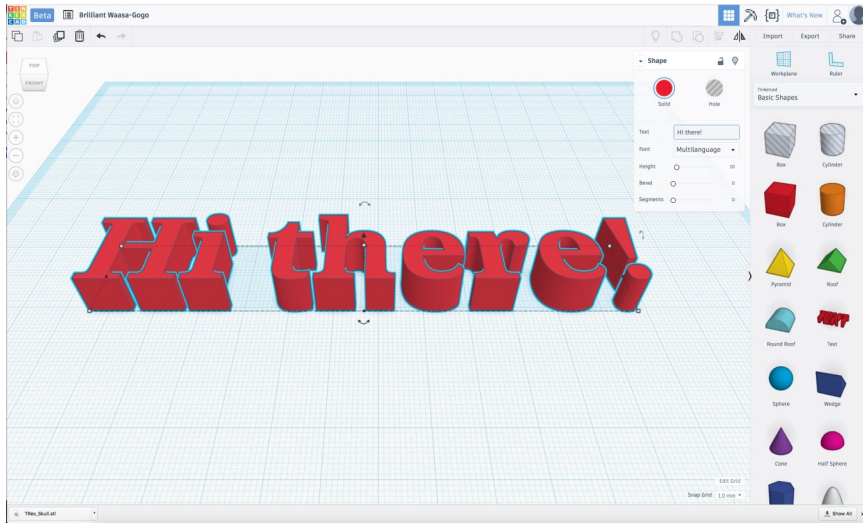
How to print in



WYCKOFF PUBLIC LIBRARY
200 WOODLAND AVE
WYCKOFF, NJ 07481
WYCKOFFLIBRARY.ORG
201-891-4866

Using the 3D Printer

CREATING AN OBJECT



1. You will need basic understanding of Computer Assisted Drawing (CAD).
 - a. See the library's website for links to helpful websites. Video tutorials that accompany CAD programs can be of assistance.
 - b. 3D model designs must be **saved as: STL, OBJ, DAE or AMF**
 - c. Model designs need to be **imported into Cura Software**. When saving, select **SAVE TO REMOVABLE DISC**, the file will be converted to **GCode**. The Library provides access to computers with Cura (for Ultimaker) installed.
2. Digital **designs also are available from various file-sharing databases** such as thingiverse.com. You can print or modify designs that are not protected by copyright.

Using the 3D Printer

PRINTING

1. Use of the 3D printer will be **by appointment**. Appointments can be made in person or by email, makerspace@wyckofflibrary.bccls.org. Please allow several days for prints to be completed, although they may be completed sooner.
2. Prints must be **started at a minimum of 1.5 hours** before the library closes. If the estimated print time is over 1 hour, then the job must start earlier.
3. Prints take a considerable time, often over 1 hour. If the print job in **under one hour the patron must remain onsite** to monitor the job. If the print job is over one hour the patron must remain for the first 30 minutes. The Library will view all files in Cura before printing. The Library will **utilize the Cura software to make an estimate of the print time**.
4. Final **prints will be weighed**. Payments will be made at the Circulation Desk. The charge for printing is **\$.10 per gram with a minimum of \$.25**. Please note that the Policies and Procedures governing the use of the Library's 3D printer are subject to change without notice.

