

3-D Printing Policy and Procedures Guidelines

POLICY

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:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others, including weapons.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. 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 \$.15 per gram, minimum \$1.00. 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. The library's printer can utilize up to 4 colors per model. Due to filament waste and time constraints, the number of colors may need to be limited.
6. 3D prints that are not picked up within 7 days will become property of the Library.
7. Households may submit a maximum of three 3D print requests a month.
8. The 3D printer is for use by library staff only. If an individual would like to see the printing process, they must be accompanied by a staff member.
9. 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.
10. Library staff do not design models. Editing is limited to resizing or adding necessary supports.

PROCEDURES

CREATE/FIND A 3D MODEL

1. Patrons will need a basic understanding of Computer Assisted Drawing (CAD) to create their own object. There are many free options for 3D modeling, such as Tinkercad and Sketchup.
2. Free models are available on various sites, such as Thingiverse and MakerWorld. You can modify/print designs that are not protected by copyright. You must adhere to licensing agreements for each model.
3. 3D model designs must be saved as these file types: STL, OBJ, DAE, AMF, or 3MF.
4. Library staff do not design or edit models.

PRINTING PROCESS

1. To request a print, complete the form on our website wyckofflibrary.org on the Maker Space page.
2. Please allow several days for prints to be completed. They may be completed sooner, depending on staff availability and print queue. If there is a delay due to printer issues staff will contact the patron.
3. The Library will view all files before printing and will utilize Bambu Studio to make an estimate of the print time and weight.
4. The charge for printing is \$.15 per gram. A price estimate may be provided, but completed prints will be weighed to determine the final cost. Filament waste due to color change and supports will be included in the final weight. Payment must be made at the circulation desk at the time of pickup, payable by cash or check.

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