




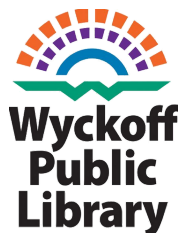
# Policy

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: 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 \$.5 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.



## 3D Printing at the Wyckoff Library

-  201-891-4866
-  [makerspace@wyckoff.bccls.org](mailto:makerspace@wyckoff.bccls.org)
-  [wyckofflibrary.org/maker-space](http://wyckofflibrary.org/maker-space)



## Creating an Object

1. You will need a basic understanding of Computer Assisted Drawing (CAD). There are many free options. The library uses Tinkercad.
2. 3D model designs must be saved as these file types: STL, OBJ, DAE or AMF
3. Model designs then need to be imported into Cura, a free downloadable software. The file will be converted into a GCode file when it is saved. The library provides access to computers with Cura (for Ultimaker) installed.
4. Model designs also are available from various file-sharing databases, such as Thingiverse. You can modify/print designs that are not protected by copyright.



## Printing Process

1. Use of the 3D printer is by appointment. Appointments can be made in person or by email at [makerspace@wyckoff.bccls.org](mailto:makerspace@wyckoff.bccls.org). Please allow several days for prints to be completed, although they may be completed sooner. You can also email an .STL file to [makerspace@wyckoff.bccls.org](mailto:makerspace@wyckoff.bccls.org) with all the details and we will let you know when your print is complete.
2. Prints must be started 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.
4. The library will view all files in Cura before printing and will utilize the software to make an estimate of the print time.
5. Final prints will be weighed. Payments will be made at the circulation desk. The charge for printing is \$.5 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.

