

# 3D Printing Policy & Procedures Guidelines

## POLICY

The Library maintains a 3D printer, which will be used to print objects and materials for patrons in response to patron requests, subject to the terms set out below.

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 printer 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, including weapons.
  - 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 costs of PLA filament and machine maintenance. The cost is subject to change. Current costs, reflecting all changes, will be posted to the Library website.
4. Patrons will not be charged for prints that are defective due to printer problems.
5. The library cannot and will not determine or guarantee the functionality, safety, or intended use of any printed object and is not responsible for any damage, injury, or loss resulting from the use of a 3D printed item.
6. 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.
7. The Library uses PLA filament, which is not food safe and is not ideal for uses involving high heat exposure, structural load bearing, or long-term outdoor use. Patrons are responsible for determining the suitability of a printed object for its intended purpose.
8. 3D prints that are not picked up within 7 days will become property of the Library.
9. Households may submit a maximum of three 3D print requests a month.
10. Only trained Library staff and approved volunteers may use the 3D printer. If an individual would like to see the printing process, they must make a request and be accompanied by a staff member.
11. 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.
12. Library staff do not design models. Editing is limited to resizing or adding necessary supports.

## **PROCEDURES**

### **CREATE/FIND A 3D MODEL**

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

### **PRINTING PROCESS**

1. To request a print, complete the form on our website [wyckofflibrary.org](http://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

*Approved by the Library Board: April 15, 2026. Previous policy June 18, 2025, June 15, 2022.*