

Monroe County Library System 3D Printer Policy

Purpose

The Monroe County Library System offers its patrons a place to connect and learn. Access to new technologies such as the 3D printer, provides a place for innovation, creativity and discovery. This policy describes how and under what circumstances patrons may use the 3D printer.

Policy

The Library's 3D printers are available to Monroe County Library System cardholders to make three-dimensional plastic objects using a design that is uploaded from a digital computer file under the supervision of a trained staff member or volunteer on a first come, first served basis.

- I. The Library's 3D printers 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 or animals. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - 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.
- II. The Library reserves the right to refuse the production of any content at any time at the discretion of Library staff. Examples of objects that will not be produced include, but are not limited to:
 - a. Objects that are illegal or harmful to minors
 - b. Any object that is threatening, abusive, tortuous, obscene, racially, ethnically or otherwise objectionable
 - c. Objects that can be used as drug paraphernalia.
 - d. Objects larger than 140 x 140 x 135mm.
- III. Items printed from Library 3D printers 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.
- IV. Only Library staff and trained volunteers will have hands-on access to the 3D printer.
- V. The library is not responsible for minor defects or imperfections in the printed product.

Procedures

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

- I. **Cost:** The Library will charge 10 cents a gram for each printed object. Patrons attending an informational workshop with library staff on 3D printing will not be charged for their first printing, provided the printing is from the pre-approved designs the library has available.
- II. Design creation:
 - a. The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany 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 format and is within the 140 x 140 x 135mm size restriction.
 - c. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
- III. Submitting a design for printing:
 - a. To have an item printed on the 3D printer, submit a [3D Print Request Form](#), attaching the .stl file to the form. (This may be done at the library if you need assistance.) Or you may bring your .stl file to the designated area during open hours and fill out a 3D Print Request Form. Staff will add the model to the printing queue.
 - b. If there is high demand, the Library will schedule only one print per day per person or entity.
 - c. The files will be readied for printing in the authorized software. The Library will view all files in the authorized software before printing.
 - d. Wait/pickup time: Items may be picked up at the Circulation Desk. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- IV. Please note that procedures governing the use of the Library's 3D printers are subject to change.

Notice Concerning Copyright and Other Intellectual Property Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright or other intellectual property laws.

By submitting objects for printing, the patron assumes all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

I acknowledge, represent, and warrant as follows:

- I have read, understand, and will comply with the notice posted above.
- I will not use the printer object for any commercial purpose or allow any third party to do so.

Name (Please print): _____

Signature: _____

Date: _____