

3D PRINTER POLICY

Policy

It is the policy of the Board of Trustees of the North Merrick Public Library to offer 3D Printing for the benefit of North Merrick residents/patrons.

Objectives

The objective of this policy is to offer 3D printing technology available to residents/patrons by:

1. Obtaining a 3D printer for use by North Merrick residents/patrons;
2. Establishing reasonable usage intervals that allow equitable access to the 3D printer by patrons;
3. Establishing standards and guidelines for acceptable objects and content that may be created with the 3D printer and related software;
4. Establishing liability waivers for North Merrick residents/patrons; and
5. Establishing charges for 3D printing materials in order to recoup the Library's actual costs.

Procedure

1. Patrons must check in at the Circulation Desk if you would like to use the 3D Printer, even if an appointment online.
2. Submit a completed liability waiver. For Children under 18 a parent or legal guardian must complete the liability waiver. (see attached)
3. Children age 12 and under must be accompanied by an adult, at all times, when using the 3D Printer.
4. When the 3D Printer is available on a walk in basis, time will be limited to the standard 4-hour interval.
5. When creating digital content with the library's equipment, patrons must provide storage devices (flash drive), purchase one at the Circulation Desk, or store work via an online cloud service. The library's computers do not store individual work or projects.

6. Library equipment may not be moved within or removed from the designated area unless deemed necessary by a staff member.

7. Library equipment should be used in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff have the right to end the use of equipment if deemed necessary.

8. Food and drinks are prohibited in the same room as the 3D Printer.

9. 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.

10. The Library reserves the right to refuse any 3D print request.

11. The Library seeks to recoup materials costs. Therefore, there is a charge for 3D printing of \$.25 per 15 minute interval for standard filaments and \$.50 per 15 minute interval for exotic filaments. (PLEASE SEE ATTACHED CHARTS FOR FILAMENT DIFFERENCES)

12. The cost is derived from the filament cost and machine maintenance. The cost is subject to change. Changes will be posted to the library website.

13. Patrons will not be charged for prints that are defective due to printer problems.

14. Only the Library's filament is allowed to be used in the 3D printer.

15. 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 without exception.

16. 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.

17. 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.

18. Patrons will need basic understanding of Computer Assisted Drawing (CAD) and 3D Modelling.

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 installed.

19. 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.

20. Use of the 3D printer will be by appointment. Appointments can be made in person or online

21. 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 be started earlier.

22. 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.

23. Payments will be made at the Circulation Desk for the ACTUAL print time elapsed, NOT the estimated print time.

Please note that the Policies and Procedures governing the use of the Library's 3D printer are subject to change without notice.

POLICY RESTATEMENT

Approved by the Board of Trustees on

MODIFIED ON:

ATTACHMENTS:

Liability Waiver Adult
Liability Waiver Minor
Chart of Filament Types