

3D Printer Policy and Procedure

PURPOSE

Grove City Community Library desires to offer community access to new and emerging technologies to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

POLICY

The Library's 3D printer is available to the public who are registered and in good standing with a Grove City Community Library card, to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Minors age 17 and under must have a signature of parent or guardian.

- I. 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. (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 any 3D print request.
- III. The Library reserves the right to adjust the size of the object.
- IV. Cost: The first 3D print job for a household with a library card in good standing will be provided at no cost. Additional 3D printing at the Library will cost \$0.05 per inch of filament. Items must be paid for in full at the time the print job is initiated. Please note, printing costs are subject to change.
- V. Items printed from the Library 3D printer that are not picked up within 7 days will become property of the Grove City Community Library, and a one-time late fee of \$5.00 will be added to your library account. Items must be picked up by the individual who requested them.
- VI. The library cannot guarantee item quality or stability, nor confidentiality of designs. Grove City Community Library does not take responsibility if a project is destroyed, does not print correctly, or does not work. Any finishing steps (e.g. removing rafts/supports, sanding, removing paper backing, etc.) is the responsibility of the user.
- VII. Grove City Community Library is not responsible for any defects in the quality of the print job. **No refunds will be issued.**
- VIII. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

PROCEDURE

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

- I. Design creation:
 - a. Library staff are not responsible for the creation of your design file.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .STL or .OBJ format. Some free software programs include: 123D Design and Tinkercad.
 - c. Free and paid for digital designs are available from various file-sharing databases such as Thingiverse.com and Yeggi.com.
- II. Submitting a design for printing:
 - a. Patrons wanting to use the 3D printer need to schedule an appointment at least 24 hours prior to use. Appointment times are subject to availability and staff hours. Only one 3D print job will be scheduled per day. Appointments can be scheduled by calling the library (724-458-7320) or completing the online registration form at.
 - b. At your confirmed reservation time, bring your file (in .STL or .OBJ format and no larger than 25MB) to the library via a USB drive. Staff will add the model to the printing queue.
 - c. Wait/pickup time: Wait times will vary depending on the size and complexity of the print job. Please be aware that most jobs take at least two (2) hours. Library staff will call you when your print job is ready to pick up.
- III. Please note that procedures governing the use of the Library's 3D printer are subject to change.

3D Printer Policy and Procedure Signature

By signing this form I indicate that I have read and agree to comply with all terms of the 3D Printer Policy and Procedure. I will assume full responsibility for any costs or fees as outlined in the 3D Printer Policy and Procedure

Patron Name (please print clearly): _____

Patron Signature: _____

Date: ____/____/____

If patron is a minor (age 17 and under)

I give permission to my child to use the 3D printer. I indicate that I have read and agree to comply with all terms of the 3D Printer Policy and Procedure. I will personally assume full responsibility for any costs or fees associated with or from their use. I agree that I have the legal authority to sign this agreement.

Parent/Legal Guardian's Name (Print): _____

Parent/Legal Guardian's Signature: _____