COLLINGSWOOD PUBLIC LIBRARY'S 3D PRINTING POLICY

PURPOSE

The Library desires to offer community access to new and emerging technologies such as 3D printers, 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.

DEFINITIONS

3D printing: the process of making a physical object from a digital model.

3D Printer: A 3D printer uses melted plastic (PLA filament) to produce objects designed on a computer. **We have a Maker Ultimate 3D printer with a 200 x 200 x 175 mm build volume.**

PLA filament: Polylactic acid filament. PLA is a bioplastic made from renewable resources such as corn starch

POLICY

The Library's 3D printer is available to the public to make three-dimensional objects in plastic (PLA filament) using a design that is uploaded from a digital computer file.

To use the 3D printer, a patron must have up-to-date library card in good standing (no fines over $10).

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.
- Property or material belonging to another person or entity without their permission.
- 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 printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- Any item designated not appropriate by the library staff.

Any person who violates these policies shall indemnify and hold harmless the Library, its staff, officers and volunteers from the claims of any third party for damages to person or property, including costs and attorney's fees.

2. The Library reserves the right to refuse any 3D print request in its staff's sole discretion.

3. The patron is solely responsible for any violation of copyright, patent or trademark laws.

4. Only designated Library staff will have hands-on access to the 3D printer.

5. Supervision of 3D printer use by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

6. Cost: 3D printing at the Library is currently free, thanks to a grant from the NJ State Library and LibraryLinkNJ. It is anticipated that a fee will be charged in the future to cover the printing costs upon expiration of the grant. Only the Library's filament is allowed to be used in the 3D printer.

7. Please be aware that the Collingswood Public Library is not responsible for storing or saving your designs and projects. You must bring your own USB drive or SD card.

8. 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.

9. The Library cannot guarantee that a print job will be completed within a particular time frame.

10. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object.

11. Prints must be under 2 hours and fit within the dimensions of printing area.

PROCEDURES

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

Design creation:

 Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format. Example: TinkerCad

Digital designs also are available from various file-sharing databases such as Thingiverse.com.

Submitting a design for printing:

Patrons wanting to use the 3D printer must reserve session time during designated hours (see link on website).

Patrons shall bring their 3D file to session. File can be saved on USB or SD Card. Staff will add the model to the printing queue.

The files will be readied for printing using *Cura* software. The Library will view all files in *Cura* before printing.

 Please note that procedures governing the use of the Library's 3D printers are subject to change.