

3D Print Request

Requester: Please submit one form for each item requested. Depending on the volume of requests, patrons may be limited to four active requests at a time, and a maximum of 16 printing hours per month.

Completed print jobs must be picked up within seven days following notification from staff.

Name: _____ Library Card #: _____

Phone Number: _____ Email Address: _____

Contact Method (select one): Phone Email

Print Request Details (Fill Out Applicable Column)		
Library Look Book		Choose Your Own
Item Name: _____ Color Preference (subject to availability): _____	OR	File Name (.stl): _____ File Source (select one): I designed it Thingaverse Other (specify): _____ Size of Object (cm): _____ Supports (select one): Yes No Not sure Color Preference (subject to availability): _____

I have read the 3D Printing Policy and agree to all terms and conditions.

Requester's Signature: _____ Date: _____

Confirmation of Receipt

To be signed by requester when 3D print is picked up and paid for.

Requester's Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Date Request Received: _____ Date Print Job Completed: _____
Total Cost: _____
Date Patron Notified: _____
Date Patron Picked Up: _____ Staff Initials: _____

Adopted March 2023

Section III: Library Services and Use of Facilities

3D Printing

The Library offers 3D printing to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. All 3D printing will be performed by Library staff; patrons may not operate the 3D printer. Library cardholders may submit designs for 3D printing, for which the cardholder must have permission to use from all copyright, patent, or trademark holders. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl format. Printing charges are based on the time it takes for the item to be printed and will be rounded to the nearest half hour. See Appendix for fees.

The Library reserves the right to review all materials before printing, limit the number of printing requests per patron, and deny print objects that require more than ten hours to complete.

The Library will not print items that are:

- Unsafe, harmful, dangerous, or pose a threat to the well-being of others;
- Obscene or otherwise inappropriate for the Library environment;
- In violation of the terms of use of the manufacturer of the 3D printer;
- Prohibited by local, state, or federal law;
- Likely to fail or cause damage to the 3D printer;
- In violation of another's intellectual property rights; or
- Protected by a copyright, patent, for which the person requesting the print does not have valid or current permission to use.

Completed print jobs that are not picked up within seven days of notification will become property of the Library.

The Library does not guarantee that a print job will be completed within a particular time frame, or the quality of any item printed. Recipients of 3D printed items waive any and all claims against the Library for defects in printed items.

Adopted March 2023