



## 3D Printer and Printing Services Use Guidelines

### **Purpose**

These guidelines establish how, and under which circumstances, the public may utilize the Library's 3D printer. Use of the 3D printer is managed by staff and available to all on a first-come, first-served basis.

### **Guidelines**

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

II. In accordance with Hunterdon County Library's Rules of Conduct, the following materials may not be created using the Library 3D printer:

1. Those prohibited by local, state or federal law
2. Unsafe, harmful, dangerous, or posing an immediate threat to the well-being of others (including violations of the terms of use of the manufacturer)
3. Items that can be viewed as threatening, offensive, or inappropriate for the Library at the discretion of the Library
4. Items in violation of another's intellectual property rights. The printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
5. Objects that are too large for the printer's build plate. Build plate maximum is 25 x 21 x 21 cm (9.84 x 8.3 x 8.3 in)

III. The Library reserves the right to refuse or cancel any 3D print request. An appeal to this decision may be submitted in writing to the Library Director.

IV. 3D printing will be provided to the public on a first-come, first-serve basis. However, priority print queue status will be reserved for Hunterdon County residents.

V. The Library shall be held harmless and assume no responsibility for all matters related to copyrighted, patented, or trademarked materials.

VI. The Library will charge \$0.10 per gram of filament used to produce a 3D print. Only library-provided filament can be used in the 3D printer. Small bumps, holes or rough edges on the object may occur as part of the printing process and will not constitute a reason for the item to be reprinted by the Library.

VII. The Library offers 3D printing service in two ways. All use of the 3D printers is monitored by staff or authorized volunteers.

1. The public can use and operate the Library's 3D printer by appointment.
2. Files of a printable 3D model can be emailed to a staff member of the Library.

VII. Supervision by library staff does not constitute knowledge of, or acknowledgement of any unapparent final use of the printed object and the library specifically disclaims any knowledge thereof. The use of objects printed with the Library's 3D printer is not under the direction or control of the Hunterdon County Library. The Library is not responsible for any object created with the use of the 3D printer, including any harm or injury incurred as a result of any usage of the 3D printer or the object which is printed.

VIII. The Library is not liable for malfunctions or misprints. The Library will only charge for completed models.

IX. Patrons utilizing our 3D printing services acknowledge that these services are offered in public places.

X. Use of the Library 3D printer, and 3D printing services, must comply with all other Library policies.

### **Procedures**

1. Patrons can bring a 3D printable model file to the Hunterdon County Library during open hours. Patrons can also email files to [sjanosik@hclibrary.us](mailto:sjanosik@hclibrary.us) so that the print can be made available for pickup.
2. Models should be brought to the North County Branch library, or submitted via email in .STL format. File size cannot exceed 25MB
3. Library staff reviews all 3D models to confirm that all requests follow the Library's 3D printing guidelines and Rules of Conduct, to assess printing viability, and to perform file preparation for printing.
4. Patrons will be provided with a quote for their 3D print which will include an estimated print time. Patrons must approve the quote verbally, or via email, before their print job will be run.
5. Print jobs will be released to patrons upon their completion and receipt of payment. Print jobs can be picked up in-person at the Adult Services desk at North County Branch Library
6. Some 3D print jobs can take a significant amount of time to print. The Library's staff will make every effort to discuss printing options for large 3D print jobs with patrons, and provide a reasonable timeframe to estimate completion of the print jobs.