

Kirkwood Public Library 3D Printing

POLICY

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

The Library's 3D printers 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:

- I. Prohibited by local, state or federal law.
- II. 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.)
- III. Obscene or otherwise inappropriate for the Library environment.
- IV. 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.

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

Supervision of the use of the 3D printer 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.

Any individual using the Library's 3D printer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to the individual's use of the 3D printer, including but not limited to violations of patent, trademark and/or copyright law.

PROCEDURES

Any 3D drafting software may be used to create a design as long as the file can be saved in a .stl, .obj, .3ds and .plyfile format and is no larger than 50 MB or 1 million triangles. The printing surface is limited to no greater than 6 inches on all sides. Staff can assist with shrinking or expanding models to fit the printing surface.

Upon job submission, Library staff will attempt to orient and select the appropriate printer settings to optimize printing.

The Library will not be responsible for the creation of 3D files. Technology staff will assist in the use of 3D drafting software where applicable.

Use of the 3D printer will be provided on a first come, first serve basis and will only be permitted during Library hours. Individuals may submit only one file at a time for printing; however, if time permits and no one is waiting to use the 3D printer, Library staff, in their sole discretion, may permit an individual to submit more than one file for printing. Files containing more than one object are permitted.

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

Items printed from the Library's 3D printer and not picked up within 30 days after being printed become the property of the Kirkwood Public Library. Items must be picked up by the individual who printed them.

COST

The minimum cost to print is \$0.50 cents for up to 30 minutes of printing, with a cost of \$0.25 for each additional 15 minutes of printing. Print times are determined by the estimated time given by the 3D printer.

- Printing times are rounded to the nearest 15 minute increment.
- Payment is due prior to printing.
- If a model is found to be printing improperly within the first 15 minutes, Library staff will attempt to print the model a second time. After the second failed attempt, the print request will be placed on hold and the individual requesting the 3D print will be contacted. Should the individual requesting the 3D print approve a third attempt, he/she will be charged for the used materials from the prior failed attempts.
- Printing designs are not guaranteed to come out as intended and can be effected by any number of variables, such as size, complexity and overhanging areas. The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the individual requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.