

3D PRINTING EQUIPMENT POLICY



The St. Charles Public Library desires to provide access to new and emerging technologies. The Library offers 3D printing services to inspire interest in design and help the community bring creations to life.

The 3D printer is available to St. Charles Public Library card holders to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- 1) The 3D printer may be used only for lawful purposes. The printer may not be used to create weapons or 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.
 - c) Inappropriate for the Library environment.
 - d) In violation of intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- 2) The Library reserves the right to refuse any 3D print request.
- 3) The Library is not responsible for failed 3D prints.
- 4) The Library will not be liable for functional failure, property damage, or injuries caused by objects or materials made through the use of the 3D printer. The Library strongly recommends that 3D printers not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail.
- 5) Cost: Pricing is based on final weight of the object(s), 10¢/gram. You will not be charged for the cost of failed prints.
- 6) Only designated Library staff will have hands-on access to the 3D printer.

How to Submit Your Design

- 1) Submit a design for printing via email to 3dprint@scpld.org, or bring the design on a flash drive to the Computer Help Desk. You must provide name, contact information (phone or email), and your valid St. Charles Library card number.
- 2) The design must be submitted in .stl file format.
- 3) The maximum size of the 3D print object is 10" x 6" x 6.7".

- 4) Objects will only be printed in a single color. You may specify a color preference. Filament is available in black, blue, gold, green, orange, purple, red, silver, white, and white translucent. Specific color requests may delay printing depending on filament availability.
- 5) Only one print request per card will be accepted and printed at a time.
- 6) Submissions will be prepared by Library staff for printing and will be reviewed for printability and appropriateness.
- 7) Completion time for print jobs will vary depending on the object design and demand for the printer. The Library cannot guarantee that a print job will be ready on a specific day. You will be notified when your object is available for pick up via the contact information provided.
- 8) Printed items must be picked up within 2 weeks from the date of the first notice. Items not picked up become property of the Library.

Board Approved: 2/14/2018