3D Printer Policy
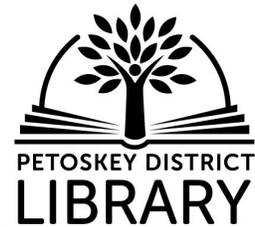
Approved: April 26, 2018
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PETOSKEY DISTRICT
LIBRARY

Purpose

Petoskey District Library strives to offer community access to established, new and emerging technologies to inspire creativity and learning to library users. This policy establishes guidelines for the public use of 3D printers designed to create three-dimensional objects using a design that is uploaded from a digital computer file.

Guidelines

1. Liability
   - The 3D printer may be used only for lawful purposes. Library users may not create material that is:
     - Prohibited by local, state or federal law.
     - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
     - Obscene or otherwise inappropriate for the library environment.
     - In violation of another's intellectual property rights.
     - Regulated or requires a license to use or carry.
   - By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
   - Any patron whose actions and/or intentions result in damage to any equipment is liable for the cost of repairs/replacements.
   - If any of these policies are broken, either intentionally or unintentionally, the library reserves the right to deny access to future 3D printing and/or library access for any period of time.

2. Restrictions
   - The Library reserves the right to refuse to print any object for any reason.
   - The library reserves the right to limit usage based on demand or library needs.
   - It is not uncommon for prints to fail before completion. In the event of a failed print, the patron is *still responsible for the cost of the partially completed print.*

3. Pricing: Cost per Print: $1.00 per print job, plus 5 cents per gram for print jobs over 10 grams of weight.

4. Usage
   - All 3D printing must be performed by the patron. Library staff cannot be expected to set up or provide major assistance with any 3D printing.
   - The patron needs to be at least 13 years of age in order to use the 3D printers.
   - Please report any issues to library staff as soon as possible. Printer maintenance will be performed by library staff.

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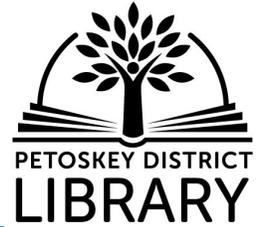
- Any 3D drafting software may be used to create a design. Digital designs are also available from various file-sharing databases such as Thingiverse.com. Acceptable file formats include: .stl, .obj, .thing.

To Use 3D Printer:

- Visit the Teen Desk to receive your certification to use the 3D printer.
- Set up print in Cura on the Makerspace computer. If a print is in process, please open a new instance of the software.
- Complete the 3D printer liability waiver form.
- If no one else is in line in front of you, begin your 3D print job.
- If someone else is in line ahead of you, please export your print file to a flash drive, with the file saved as your name. Please put your name and contact info on the provided sheet, and inform the librarian. They will start your print once the other finishes.
- If the print file is unable to be printed for any reason, the librarian will hold your file for you to pick up at the Teen desk.
- Once the print is finished, it may be picked up and paid for at the Teen desk in the lower level. If a print job is not picked up within seven days, it becomes the property of the Petoskey District Library.
- All files will be deleted from the 3D Printer flash drive after one year.