

# PROSPECT PUBLIC LIBRARY

## 3D Printer Policy

### PURPOSE

Through the availability of a 3-D printer, our community has access to new and emerging technology to inspire interest in design and help Library Patrons bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3-D printer.

Definitions:

"Library" means the Prospect Public Library and its paid staff or designee.

### POLICY

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

- 1.) Users must hold a valid Prospect Public Library Card or valid Connecticut Public Library Card that has been registered with our library. Children who wish to use the 3-D printer alone must be in at least 6<sup>th</sup> grade or higher. Those in 5<sup>th</sup> Grade or lower must be accompanied and supervised by a parent or guardian when while using the 3-D printer.
- 2.) Patrons may only use the 3-D printer under the supervision of library staff or their designee. Use of the 3-D printer is at the discretion of the library staff. Supervision of the use of the 3-D printer by library staff or their designee does not constitute knowledge or acknowledgement of any unapparent final use of the 3-D product, and the Library specifically disclaims any knowledge thereof.
- 3.) The Prospect Library's 3-D printer is available to the public for lawful purposes. The public will not be permitted to use the Library's 3-D printer to create objects that are:
  - Prohibited by local, state or federal law;
  - Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others (e.g. guns, knives or other possibly lethal weapons);
  - Obscene or otherwise inappropriate items;
  - In violation of another's intellectual property rights (e.g. the 3-D printer will not be used to reproduce material that is subject to copyright, patent or trademark protection).

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

- 4.) Users must submit their file in **.stl**, **.obj**, **.makerbot**, or **.thing** format to Library staff on a USB flash drive. After the file is approved for printing by staff, the user will schedule a time to use the 3-D printer. A user must be present at the library when the printing of the object begins.
  - The Library does not guarantee the availability of the 3-D printer at any given time.
  - Print must be completed at least 30 minutes before the library closes. Items printed from the 3-D printer that are not picked up within seven days will become the property of the Library

5.) **COST:** 20 cents per gram. The cost for 3-D printing is established by the library and calculated per gram of filament used based on software estimates at time of file creation. Payment must be made prior to printing.

- The Library is not responsible if an object does not meet the user's specification. However, if the print does not complete successfully due to machine error- and with staff approval- a one time, no cost reprint may be allowed.

6.) The Library is not responsible for any damage, loss, or security of data arising from the use of library computers, including any 3-D files, nor is it responsible for the functionality or quality of content produced on the 3-D printer.

7.) The 3-D printer operates by melting plastic filament. The temperature of the print head is heated to 446°F at the time of printing. The device also contains rapidly moving exposed gears. Neither the Library (e.g. Employees, its designees, or the members of the library board) nor the town of Prospect are liable for any loss, damages, or injury resulting from the use of the 3-D printer.

8.) Preparation and cleaning of the 3-D printer as well as loading of filament will be performed by library staff or its designees.

9.) The 3-D printer requires occasional maintenance to function properly. Patrons will not attempt any repairs and must consult the Library Staff or its designees immediately if any malfunction occurs. Users will be responsible for the cost of repairs for any damage to the 3-D printer as a result of their negligence or misuse.

10.) The Library reserves the right to modify and change the guidelines, conditions of use, and procedures at any time.

### **3-D Printer Agreement**

By signing this Policy, I indicate that I have read and understand the terms of the Prospect Public Library 3-D Printer Policy and agree to abide by it when using the 3-D Printer.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian - Print Name (if under 18)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by Prospect Library Board on 11/9/17  
Susan McKernan - Chair