

Rita and Truett Smith Public Library
3D Printer Use Policy
Approved by the Library Board, April 10, 2017

Purpose

In an effort to offer the community access to new and emerging technologies, the Smith Public Library will now offer access to a 3D printer. We hope this will inspire all ages to create and innovate. This policy establishes the guidelines and procedures patrons will follow in the use of the 3D printer.

Policy

Patrons 18 years of age and older and who have a current City of Wylie library card for the Rita and Truett Smith Public Library (the Library) may submit digital designs (currently in .stl) to be printed on the Library's 3D printer.

A patron must have a City of Wylie library card issued to him/her and be in good standing in order to be eligible to submit a file for printing. Library cards fines/fees may not exceed \$5.00.

Children under 17 years of age must be accompanied by a parent or guardian. The parent or guardian must sign a permission form.

The printer may only be used for lawful purposes and be for objects appropriate for a public library environment.

No patron will be permitted to use the Library's 3D printer to 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 or violates the Library's Patron Behavior Policy.
- 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, proprietary or trademark protection.

The Library reserves the right to refuse any 3D print request. Any refusal shall be in writing and include the reason(s) for the refusal. A patron may appeal the refusal to the Library Director within seven days after the denial.

Cost is set by City Ordinance. (see Exhibit A) Payment is due at the time of pickup of the object.

Items must be picked up by the individual who submitted them. Printed items that are not picked up within 7 business days will become the property of the Library, and may be disposed of as the

Library Director deems appropriate. The patron will still be responsible for the cost of the item. Charges will be added to the patron's library account.

Hold Harmless and Indemnification

Patron represents that the printing services requested will not result in a violation of any copyright law, trademark, intellectual infringement or patent law of the item or object to be reproduced.

Patron agrees to defend, indemnify and hold harmless the City of Wylie, its officers, agents, and employees against any and all claims, lawsuits, judgments, demands, fines, penalties, costs and expenses for intellectual infringement, patent, copyright or other similar violations suffered by any person(s) to the extent that they arise from Patron's request to use and produce any item or object using the equipment, including but not limited to the three dimensional (3-D) printing service provided by the City of Wylie. Patron, at his or her own expense is also required to pay the City of Wylie, its officers, agents and employee its reasonable attorney fees and costs to defend for such claims.

The patron is responsible for object design. Staff will not modify designs submitted for printing. The patron will be notified if the design is unprintable.

Patrons must pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron. In its sole determination, the Library Director or her/his designee may make exceptions for mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a patron's control.

Procedures

Design Creation:

Use 3D drafting software to create a design. Any program may be used as long as the file can be saved in the designated format, currently in .STL format. Many are available from the Internet and are free to use:

Tinkercad

123D Design

OpenSCAD

Use a pre-existing design repository (such as Thingiverse). Look for free designs that have printed successfully many times and are copyright free.

Submitting a Design for Printing:

Bring the design file in .STL on a flash drive to the Library open hours and meet with staff. If your object has multiple parts, submit each part or component as a separate file.

Staff will review the file, provide an estimated total cost, and add your print job to the queue.

The files are readied for printing in KISSlicer or other authorized software. The Library will review all files in KISSlicer or other authorized software before printing.

Patron will be notified when the 3D object is ready for pickup. Objects will be held for seven (7) business days after notification. Notification will be to the patron at the email address provided in the submission.

Flash drives are returned once the project is completed and fees are paid.

Technical Specifications

Maximum Size of 3D printer bed 9” x 9” x 9” (229mm x 229mm x 229mm)

Material: ABS

Printer: PolyPrinter 229

Objects print in a single color and the selection of colors is subject to availability. The Library frequently has the following colors on hand:

- Blue
- Red
- Orange
- White
- Grey
- Black

Accepted file formats:

.STL

Definitions

ABS – ABS is short for Acrylonitrile butadiene styrene and is a common thermoplastic polymer. ABS plastic is known for its light weight and relative strength. ABS is not considered food safe.

3D (three dimensional) Printer: A 3D printer uses melted plastic to produce objects designed on a computer.

3D Printing: the process of making a physical object from a digital model.

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