

3D PRINTER POLICY

PURPOSE

The Smithtown Special Library District and the Friends of the Smithtown Library desire to offer the Library's community access to new and emerging technologies, such as 3D printers. It is the Library's hope to inspire a new interest in design as well as to assist the community in bringing their creations to life. This policy establishes the manner and under what circumstances the public may utilize the Library's 3D printers.

POLICY

The Library's 3D printers are available to all patrons (with preference given to residents of the Smithtown Special Library District) to create physical objects based on digital files and using Library-provided filament. The digital files can be designs a patron has created him/herself, or designs a patron has obtained from another source and has permission to use.

1. The Library's 3D printers may be utilized only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create 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. obscene or otherwise inappropriate;
 - d. 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.
2. The Library reserves the right to refuse a 3D print request.
3. Cost: Individuals will be charged based upon the time it takes to print (in 15 minute increments). The charge will be rounded down to the nearest 15 minute increment. This cost may change as the price of filament changes. Currently, the Library charges \$0.25 per 15 minutes of print time.
4. Items printed from Library 3D printers that are not retrieved within 7 days will be deemed to be property of the Library.
5. Items must be retrieved by the individual who made the initial request for a print.
6. Only designated Library staff will have "hands-on" access to the 3D printer.

PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

1. Design creation:
 - a. The 3D printer can be utilized with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.

- b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
 - c. The Library has computers that may be used to create a design.
 - d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
2. Submitting a design for printing:
 - a. Patrons desiring to use the 3D printer shall bring their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Adult Reference Desk during regular operating hours. Staff will review the file and, if acceptable, add the request to the printing queue (with priority given to Smithtown Special Library District library card holders).
 - b. If there is high demand, the Library may choose to schedule only one print per day per person.
 - c. The files will be readied for printing in MakerWare or other authorized software. The Library will view all files in MakerWare or other authorized software before printing.
 - d. Items may be retrieved at the Circulation Desk in the building they were accepted. It is difficult to estimate exact print times. Library staff will provide their best estimate of the length of time a job upon request will require. An approximate time will be provided when the file has been accepted; the patron will be notified upon completion by a Library staff member (either by phone or e-mail).
 3. Please note that procedures governing the use of the Library's 3D printers are subject to change at any time.
 4. Please note that there is NO guarantee of anonymity. Submitted files will be observed by library staff and, quite possibly, by patrons utilizing the Library when the file is being printed.

DEFINITIONS

- 3D printing: the process of producing a physical object from a digital model.
- 3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.
- CAD: Computer Assisted Drawing



3D Printer Request Form

Patron Name: _____

Patron Library Barcode: _____

Name of File to be Reviewed: _____

Approximate Size of File: _____ Color of printout: _____

Method of Transferring File: _____ dropping off (drive/disc) _____ by e-mail

Staff Member Accepting File: _____ Building _____

Staff Member Reviewing File: _____

Approximate Time Needed to Print: _____

Patron Notified (date/time/method of notification): _____

Date/Time Completed: _____ Cost: _____

Patron Notified (date/time/method of notification): _____

Patron Pick-up (date/time/payment collected): _____