

## BETHEL PARK PUBLIC LIBRARY

**POLICY NUMBER: 116**

**TITLE:** 3D Printer Policy

**DATE ISSUED:** July 2016

**PURPOSE:** This policy sets the guidelines for the use of the Library's 3D Printer.

### **STATEMENT OF POLICY:**

1. 3D printing is the process of making a three dimensional object from a digital file. The object is created by laying down successive layers of plastic material on top of each other until the print is created.
2. All print jobs will be completed by Library Staff.
3. Patrons must have completed a 3D printer class prior to submitting a print job.
4. The print job must be submitted as a .stl file.
5. Library staff is unable to assist with the design of the object.
6. Objects will be printed in the color available.
7. The Library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged.
8. The Library cannot guarantee that a print job will be completed within a particular time period.
9. The Library Staff is unable to predict the time required for the printing of the object.
10. The cost to print an object is \$2 per hour. A deposit must be made when the print job is submitted. Subsequent charges must be paid when the object is picked up. Objects will not be released until all charges have been paid.
11. Items that are not picked up after one month will become the property of the Bethel Park Public Library.
12. Item must be picked up by the individual who submitted the print job.
13. Users are not permitted to submit print jobs to create objects that are:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or pose a threat to the well-being of others.
  - c. Obscene or sexually explicit objects.
  - d. In violation of or infringes upon a patent, trademark, or other proprietary right. Use of the 3D Printer shall follow all legal guidelines. U.S. Copyright Law governs the making of photocopies or other reproductions of copyrighted material.
14. The Library is not responsible for the subsequent safety of any item made with the 3D Printer.
15. The Library reserves all rights to:
  - a. Refuse or alter any print job.
  - b. Scale a print job to fit the printer parameters.
  - c. Set a limit as to the maximum amount of time a print job may take.
  - d. Limit the number of print requests.