

3d Printing Policy

Purpose

The St. Charles District Library offers community access to the emerging technology of 3D printers to encourage discovery of modern design technology and creativity in printed creations. This policy establishes the guidelines and regulations for public use of the library's 3D printer. This service is not intended to replace professional 3D printing services beyond the scope of the library's service.

Guidelines

- The library reserves the right to limit what materials may be used in the 3D printing process. The library provides PLA for printing, but other acceptable materials include, but are not limited to: ABS; various forms of PLA (including magnetic, stainless steel, conductive, and high temperature); bamboo-, cork-, wood-, bronze-, or copper-filled; flexible filaments; nylon filaments; PVA; or Polycarbonate. Materials other than the provided PLA must be approved prior to printing and provided by the patron user.
- The library staff will determine whether or not the print can be completed.
- Printed items are priced based upon estimated final weight and estimated duration of print.
 - The current price is \$0.20/gram.
 - After 4 hours of printing on a single order, a fee of \$1.00 per additional hour after the first 4 hours will be incurred.
 - After 8 hours of printing on a single order, a flat fee of \$5 will be added to the print total.
 - Payment for materials must be received prior to printing.
- Patrons may print up to one order every two weeks, which will consist of one or more individual printer jobs. Each job may take no longer than 4 hours, and the entire order may take no more than 10 hours.
- Any 3D printing done during or in relation to an official library program is free.
- Any job must fit on the print bed, with a maximum print size of 154 mm x 154 mm x 158 mm (6.06 in x 6.06 in x 6.22 in).
- The files submitted for printing must be in either .stl or .obj file format.
- Patrons wishing to use the 3D printer must bring their file to the circulation desk during regular library hours.
- The files will be readied for printing in the Cura software. All files to be printed will be viewed by library staff in Cura prior to printing.
- Printed items may be picked up at the circulation desk. Due to the nature of 3D printers, it can be difficult to estimate the print times accurately. Available library staff may provide

an educated guess based on the software's estimate, but this is not to be considered precisely accurate.

- Staff will notify patrons when their print order is complete. All files will be deleted from the system at that time. Projects which are not picked up within fourteen calendar days following notification will not be retained. Refunds will not be granted.

Regulations

- The library's 3D printer may only be used for lawful purposes. The public will not be permitted to use the 3D printer to print items which are:
 - Prohibited by local, state, or federal law or regulation.
 - In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the St. Charles District Library disclaims any responsibility or liability resulting there from. The person requesting to use the 3d printer is liable for any infringement. All patrons using the 3D printer must sign the Library's waiver and release regarding intellectual property rights.
- The library reserves the right to:
 - Review and approve all materials before printing. If there is a problem with the design and/or production, the patron will be informed. The library cannot guarantee that a print job will be completed at a particular time.
 - Stop printing a request due to time or printer capabilities.

Further Information

Appealing a Denial of Print

Appeals regarding a denial of print may be made the director of the library.

Amendment of Rules

The library reserves the right to make amendments to this policy at any time.