

# 3D Printing Policy

---

The Caldwell Public Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Caldwell Public Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers 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. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the Library environment.
- 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.
- Objects that are too large for the 3D printer's build plate.

By using the 3D printer, the patron assumes all responsibility for, and shall hold the Caldwell Public Library harmless in all matters related to patented, trademarked, or copyrighted materials. The Caldwell Public Library reserves the right to refuse or cancel any 3D print request.

## **Printing**

3D printing may only be done by a trained staff member, volunteer, or individual patrons qualified to run a 3D printer.

- A patron is deemed qualified when they have completed 3D printing training sessions with a staff member and been approved by the Technology Services Coordinator. 3D printing certifications will need to be renewed periodically. Authorization to use printers independently may be revoked by the Caldwell Public Library at any time.

Patrons who wish to use the 3D printer must make a reservation. There are three options for reservations:

1. Work with a staff member to set an object up to print. Appointment time is 30 minutes, prints are not to exceed 2 hours.
2. Training session with a staff member. These 1-hour appointments cover a set curriculum designed to teach patrons how to operate the printer independently.
3. Schedule time to operate a printer independently. These 2-hour blocks are only available to patrons who have completed the required training sessions and been approved to run the printer independently by the Technology Services Coordinator. Multiple 2-hour sessions may be booked. Prints must complete before library closing time.

Patrons may also submit 3D print designs to be manufactured at the Caldwell Public Library by uploading files they wish to have printed through a form on the website. They will be notified of the estimated cost before the print is started.

Files should be in an .stl or .obj format.

Print jobs that appear too large to be completed before library closing time will not be started.

Print queue priority will be given to Caldwell Public Library cardholders.

The Library will provide the raw material needed to create three-dimensional objects. No outside materials will be used to create 3D prints.

### **Cost**

There is no cost for the first 3D printing appointment or for objects printed during training sessions. All other appointments and print jobs will be charged based on the amount of filament used.

- 3D printing fused filament: \$0.05/gram

**Please note that the procedures governing the use of the Caldwell Public Library's 3D printer are subject to change.**