

## **3D PRINTER RULES AND PROCEDURES**

### **PURPOSE**

In accordance with the Fox River Valley Public Library District's Strategic Plan, the Library will enrich learning opportunities by employing technology to benefit our residents, including the integration of digital literacy and "maker" culture. Through a generous gift from the Friends of the Library, we are able to offer 3D printing that supports this goal. This document outlines the rules of use for the Library's MakerBot Replicator 3D printer.

### **RULES**

The Library's 3D printer is available for Fox River Valley Public Library District patrons to create three-dimensional, plastic objects. These objects are designed using computer software outlined in the PROCEDURES section of this document. Patrons must have a valid Fox River Valley Public Library District library card to use this service.

- I. Patrons are permitted to use the Library's 3D printer to create objects that comply with local, state and federal law as well as all other Library policies. Patrons may not create objects that are:
  - a. dangerous or pose a threat to others. (Guns, knives, parts for weapons, etc.)
  - b. sexually explicit, obscene, or inappropriate for the Library environment
  - c. a violation of the MakerBot Replicator terms of use
  - d. copyrighted or otherwise protected by a patent or trademark
  - e. for commercial use
- II. All submitted designs are subject to review by Library staff.
  - a. Designs may be rejected if they do not comply with Section I of this document. A detailed response and reasoning will be provided.
  - b. Designs may be rejected if they are not capable of production. If this is the case, the patron will be informed by email or telephone of the problem(s) and change(s) needed to make the design printable.
- III. Cost: Thanks to the generous donation from the Friends of the Library, 3D printing is free of charge at this time. However, the Library reserves the right to begin charging for 3D printing at any time. Patrons will be notified of any and all changes to the cost of printing.
- IV. Only designated, trained Library staff will be able to print objects. Demonstrations will be provided to the public to showcase the 3D printer.
- V. Object Display: The MakerBot Replicator comes equipped with an on-board camera. Objects being printed may be displayed in real-time on the Library's website. By submitting a print, you agree that your design may appear online at anytime.

## PROCEDURES

- I. Design Creation
  - a. The Library recommends the use of SketchUp, TinkerCad and Thingiverse to design or download objects.
  - b. Files must be submitted in the .stl, .obj, .makerbot or .thing format.
  - c. If you are using the free version of SketchUp, you may submit your file in the .skp format.
  - d. Library computers may be used to design objects using free software.
  
- II. Submitting a design
  - a. Designs may be submitted in two ways:
    - i. By email to [3Dprinter@frvpld.info](mailto:3Dprinter@frvpld.info) with the subject "Request for 3D Print." Request forms can be found online and in the library. Designs must be attached in an appropriate file format.
    - ii. In person at the Library with a completed request form and the file in an appropriate file format.
  - b. The Library cannot promise a specific color will be available at the time of printing.
  - c. When the design is approved, patrons will receive a phone call or email notifying them that they have been added to the print queue.
  - d. Patrons may only submit one design at a time and cannot have more than one design in the queue at a time.
  - e. When a print is complete, the patron will be notified to come pick it up.
  
- III. Print Time: On average, a design can take 1 - 3 hours to print. Depending on your place in the print queue, it may take up to 2 weeks to receive your printed object.
  
- IV. The Rules and Procedures for 3D printing at the Fox River Valley Public Library District are subject to change at any time.
  
- V. Questions and concerns regarding this document may be submitted in writing or email to Jason Pinshower, Information Services Librarian/Technology Trainer at [3Dprinter@frvpld.info](mailto:3Dprinter@frvpld.info)