3D Printer Usage & Procedures

The Rowan County Public Library ("the Library") maintains and furnishes for patron usage a 3D printing device. This resource is available for both educational and personal purposes as described herein. Use of any and all 3D printing equipment owned or held by the Library shall be subject both to this policy and to any policy pertaining to the acceptable use and/or accession of Library computers, as well as all other relevant policies and/or procedures.

PURPOSE

The Library strives to offer access to new and emerging technologies (e.g. 3D printing) with the hope they will inspire interest in creation and in collaboration with the Library. In an effort to help bring the community's creations to life, this policy established how and under what circumstances the public may engage with the Library's 3D printing systems, devices, supplies, and/or equipment.

USAGE & SAFETY

The Library's 3D printing equipment is available to the public for the purpose of making three (3)-dimensional objects from various filaments, in plastic or other appropriate materials, using a design uploaded from a digital file (e.g. STL, OBJ, etc.). No policy can foresee every instance in which a 3D printing device may be put to use; therefore, the Library reserves the right to amend this policy at any time, or in response to a specific situation. Generally, the following guidelines shall govern the use of all 3D printing technology on Library premises:

- Equipment may be used only for purposes deemed lawful and/or safe. No one shall be permitted to use 3D printing systems or devices to create material that is:

    - Prohibited by local, state, or federal law; or

    - Unsafe, harmful, dangerous, or posing an immediate threat to the well-being of the user or others, including but not limited to the manufacture of weaponry or any dangerous instrument or object, especially any and all deadly weaponry and/or weapons of mass destruction as defined in KRS 500.80; or

- A deliberate look-alike or realistic imitation of any weapon, parts or pieces thereof, and/or similar dangerous instruments or objects; or

- Obscene or otherwise inappropriate for a library environment; or

- In violation of another's intellectual property rights (e.g. items subject to copyright, patent, or trademark protection or upon which a manufacturer's label prohibits reproduction).

- Patrons must register with Library staff for an appointment to use 3D printing equipment.

    - The Library reserves the right to refuse any 3D printing request if, in the opinion of relevant Library employees, the request is either excessively large or will inconvenience others by dominating the availability of equipment for an unreasonable period of time.

    - Generally, all 3D printing projects should be completable within the Library's normal hours of operation. Projects may not be initiated near the conclusion of operating hours if doing so may cause equipment to continue printing past the closure of Library facilities and/or premises, nor shall projects be permitted to continue the printing process overnight or across multiple days.

    - Incomplete projects will be terminated at said closure, and may also be terminated in any instance of emergency, inclement weather, or other circumstances wherein the operation of 3D printing equipment could represent a potential hazard.

- The fee for use of Library 3D printing equipment will be $.05USD per gram to offset the cost of associated filament(s). The weight of rafts and/or other supports used in a project may be added to the total fee for the item.

- If a print fails, Library staff will, upon request, attempt one (1) free reprint. Further printing attempts shall incur the normal fee.

- If an object is printed using rafts and/or supports, the requesting patron is responsible for removing them.

- Library staff shall not be responsible for building or altering 3D models on a patron's behalf. Patrons who request a 3D print are responsible for providing current file formats compatible with the systems and/or devices provided by the Library.

- 3D printing equipment may only be used under the supervision of designated Library employees.

  - Supervision of a patron's 3D printing equipment usage by Library staff does not constitute knowledge or acknowledgment of an unapparent final use of a printed product, nor of any misuse thereof, and the Library specifically disclaims any such knowledge or acknowledgment.

PROCEDURES

All usage by patrons of Library 3D printing systems, devices, and/or equipment shall be governed by the following:

- 3D printing equipment may only be used during designated times when assigned Library employees are available.

- Any 3D drafting software may be used to create a design, so long as the file may be saved in STL format.

  - The Library shall, at its discretion, make available to patrons an appropriate 3D drafting software via Library computers.

- Design files must fit onto an SD card to be compatible with Library 3D printing devices.

- Design files and/or associated SD cards may not be dropped off or otherwise left with Library staff for printing purposes. The provided 3D printing equipment is primarily for educational purposes, and therefore patrons must work with designated Library employees to begin a print project. Patrons may, however, leave a print in progress and return before the conclusion of normal Library operating hours to pick up the final object.

- It shall be explained to and acknowledged by patrons, prior to use of Library 3D printing equipment, that any printed object not picked up within three (3) business days following

printing will be considered Library property and may therefore be used or disposed of as Library employees see fit.

DISCLAIMER

While the Library makes every reasonable effort to oversee the use of 3D printing equipment provided to the public for its intended purpose(s), such usage is not under the direction or control of the Library. Therefore, no warranties are made as to the quality, stability, or fitness of any object created with the use of Library 3D printing systems, devices, and/or equipment, including any injury or harm which may be incurred as a result of usage.