



3D Printer Policy

The Library's 3D printer is available to all Lindenhurst Memorial Library (LML) patrons who have a valid adult library card in good standing. The printer is available to create physical objects based on digital files supplied by the patron, and printed with the library provided filament. The digital files can be designs a patron has created him/herself, or designs a patron has obtained from another source and has permission to use.

The 3D printer at LML may be utilized only for lawful purposes. Patrons will not be permitted to use the Library's 3D printer 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;
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

The Library reserves the right to refuse a 3D print request, including based on size.

Individuals will be charged based upon the length of time it takes to print (in 15 minute increments). The charge will be rounded to the nearest 15 minute increment. This cost may change as the price of filament changes. Currently, the Library charges \$0.25 per 15 minutes of print time.

Items printed from the 3D printer that are not retrieved within 7 days will be deemed to be property of the Library and a printing charge will be added to your patron account.

Items must be retrieved by the individual who made the initial request for a print.

Only designated Library staff will have "hands-on" access to the 3D printer.

Patrons wishing to print will read and submit a 3D Printer Procedures and Request Form to the reference desk.

Printing only takes place during normal Library operating hours while staff is present. Overnight printing is not allowed. 3D printing ends a half hour before closing Monday – Friday with limited hours on the weekend due to staff schedules.



Lindenhurst Memorial Library 3D Printer Procedures and Print Request Form

1. Design creation:
 - a. The 3D printer can be utilized with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format
 - c. Digital designs are also available from various file-sharing databases such as Thingiverse.com

2. Submitting a design for printing:
 - a. Patrons desiring to use the 3D printer shall save their designs on a USB drive and bring the USB to the Adult Reference Desk during regular operating hours. USB drives will be held by the Library for the duration of the printing process and will be returned to the patron with their completed print job. Files will not be accepted that are larger than 25MB. Staff will review the file and, if acceptable, add the request to the printing queue. **Prints may not always be immediately available.**
 - b. If there is high demand, the Library may choose to schedule only one print per day, per person.
 - c. The files will be readied for printing in MakerWare or other authorized software. The Library will view all files in MakerWare or other authorized software before printing.
 - d. Items may be retrieved at the Circulation Desk after you are notified your print is completed. It is difficult to estimate exact print times. Library staff will provide their best estimate of the length of time a job upon request will require. An approximate time will be provided when the file has been accepted; the patron will be notified upon completion by a Library staff member by e-mail or by phone.

3. Please note that there is no guarantee of anonymity. Submitted files will be observed by Library staff and, quite possibly, by patrons utilizing the Library when the file is being printed.

3D Request Form

Patron Name: _____ Phone: _____

Patron Barcode: _____ Email: _____

Name of file: _____ Approximate size of file: _____

Color of Printout: (choose one) black ___ silver ___ red ___ blue ___ yellow ___ hot pink ___ white ___

Staff member accepting file: _____

Staff member reviewing file: _____ Approximate time needed to print: _____

STAFF USE ONLY: Date/Time completed: _____ **Cost:** _____

Patron notified: (staff initial, date and time, and method: phone/email) _____

Patron Pick-up: (staff initial, payment collected, date and time) _____