

## Policy

A 3D printer is available for library users to make 3D objects uploaded from a digital file. The user agrees to the following terms:

- 1) The 3D printer may be used only for lawful purposes. Library users may not create material that is:
  - a. Prohibited by local, state, or federal law.
  - b. Unsafe, harmful, dangerous, or poses a threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
- 2) The library reserves the right to deny any 3D print request without reason.
- 3) The library is not responsible for the functionality or quality of the objects produced by the 3D printer.
- 4) Only designated library staff will operate the 3D printer.
- 5) Completion times are not guaranteed. Jobs will be processed in the order they are received.
- 6) Items must be picked up by the person who submitted the request.
- 7) All files related to the user's print job will be deleted from the library's system once the object is finished.
- 8) Users are responsible for all cleanup work of the final print, including but not limited to: removal of raft, removal of overhang supports, and sanding. The library is not responsible for any harm or damage caused during cleanup work. Edges may be sharp, use safety equipment during cleanup!
- 9) The library is not responsible for any harm or damage caused from the use of the printed object.

## Fees

- 1) Payment for prints will be made during item pickup.
- 2) Payments must be made in cash.
- 3) Prices for prints are \$0.10 per gram.
- 4) If the print cost will exceed \$5.00, the user will be contacted before printing is started.
- 5) Unpaid prints will be charged to the user's library card.
- 6) All transactions are final.

## Procedure

- 1) Print files may be submitted online, delivered in person on a USB device, or emailed to: [staff@hpl.org](mailto:staff@hpl.org)
  - a. The file must be in STL format.
  - b. All other file formats will be declined.
- 2) The print will be added to the queue and printed as soon as print time is available. Please allow several business days.
- 3) The user will be notified by email when the print is ready to be picked up.
- 4) Items are picked up at the front desk.
- 5) Items must be paid for in full at the time of pickup.
- 6) Items not picked up within 7 days of the user being notified will become property of the library.

