

# 3D Printer Policy and Procedures

Adopted by the Board of Trustees, April 19, 2017

Revised by the Board of Trustees, January 17, 2024

The Hicksville Public Library established the Training Lab to further the creative learning, and technological experiences of library patrons. The 3D printer in the Training Lab supports the mission of providing opportunities to design projects, collaborate with other participants, and gain practical experience with new forms of technology.

The Library's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital file.

1. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Illegal, unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such as may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate for Library environment.
  - d. Weapons or objects that can be conceived as weapons, or not appropriate.
  - e. 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.
2. The 3D printer is available to patrons with a valid Hicksville Library card.
3. The Library reserves the right to refuse any 3D request.
4. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
5. The materials fee for use of the 3D Printer is \$1.00 per hour or any part therein.
6. No refunds will be given unless the object is unable to be printed. The library is not responsible for any errors that may occur during the print job.
7. Print jobs are limited to ten-hour sessions.

## Procedures

1. Design Creation
  - a. Digital designs are available from various file-sharing databases.
  - b. Patrons may schedule appointments with the computer department to create their own designs. Any saved projects on the computer's hard

drive will be automatically deleted after a patron's session has ended. Patrons must save all work on their own external hard drive.

2. Design Submission

- a. Patrons will provide their name, telephone number and valid Hicksville Library card when filling out submission form on our website.
- b. The 3D printer will only print one color at a time. Patrons must indicate the color filament of which their object will be made, as well as the purpose of their print. The Library staff will do their best to match the preferences but no guarantees can be made.
- c. Patrons will be e-mailed an invoice based on the estimated print time. Payment must be made upon pickup of the item. If 3D print is not picked up the print cost will be applied to their Library accounts.

3. Design Pickup

- a. The patron has 7 days to pick up their project. After 14 days, the project becomes property of the Library and will be discarded.
- b. The Library is not responsible for production or storing of any project.