

3D PRINTER POLICY & PROCEDURES

The Oconee County Public Library is committed to offering community access to emerging technologies, such as 3D printing, to inspire a new interest in creation and collaboration at your library. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the library's 3D printer.

Policy

The Oconee County Public Library's 3D printer is available to OCPL cardholders to make three-dimensional objects in plastic using a design uploaded from a digital computer file.

- I. The library's 3D printer may be used for lawful purposes only. Patrons 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. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the library environment.
 - d. 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.
- II. **The library reserves the right to refuse any 3D print request.**
- III. Cost: 3D printing at the library will cost \$1.00 per print job and \$.05 per gram of plastic or resin used (including support structure) to offset the cost of the filament.
- IV. Items printed from the 3D printer not picked up within 7 days will become the property of the library. The individual who requested the print must pick up the item(s).
- V. Patrons may only use the printer alongside designated library staff or volunteer coaches.
- VI. Patrons wishing to use the 3D printer must have a library card in good standing.
- VII. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgment, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

Procedures

The procedure for printing from the Library's 3D printer is as follows:

- I. Design creation:
 - a. The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format.
 - c. The Library has one computer with Cura 3D design software and CAD software that may be used to create a design. A reservation is required to access this computer.
 - d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
 - e. File size maximum for each printer is as follows: Creality Ender 3 (220mm X 220mm X 250 mm ; 8.6in X 8.6in X 9.8 in) ; Qidi S-Box (214mm X 129mm X 199 mm ; 8.46in X 5.11in X 7.87in).
- II. Submitting a design for printing:
 - a. Persons wanting to use the 3D printer shall bring their file (in .stl file format) (no larger than 25MB) to the Walhalla Library during open hours and fill out a 3D print request form. Staff will add the model to the printing queue.

- b. The files will be readied for printing in Cura or other authorized software. The Library will view all files in Cura or other authorized software before printing.
 - c. Wait/pickup time: Items may be picked up at the Walhalla Library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- III. Please note that procedures governing the use of the Library's 3D printers are subject to change.

Definitions

- 3D printing: the process of making a physical object from a digital model.
- 3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.
- CAD: Computer Assisted Drawing

Staff use only:

_____ \$1.00 Deposit received upon application

\$.50 X _____ hours = \$_____ collected at pickup

3D Printer Request Form Oconee County Public Library

By signing this statement, I am indicating that I understand the terms of OCPL's 3D Printer Policy and Procedures and agree to abide by its stipulations. I relinquish any responsibility on behalf of the Oconee County Public Library's liability in the printing process or the use of the printed object.

Printed Name

Printed Parent/Guardian Name (if applicable)

Library card #

Signature

Parent/Guardian Signature (if applicable)

Date

Email for acknowledgment of printing project/details. **Estimated costs and time-frame for printed project will be emailed to this address.**

Description of Object to be printed:

Please leave a flash drive with print job saved in .stl format. The flash drive will be returned when print job is ready to be picked up. OCPL is not responsible for any lost files or damage to flash drive. If you need access to software to create 3D print-job please email dwales@oconeesc.com to make a reservation.