



Library of Things and 3D printing

Policies & Procedures

Policies

- 14-Day check-out
- No renewals
- Must be checked out on an Adult library card in good standing
- Cannot be placed on hold
- Overdue fines: \$1 per day, \$14 max fine
- 1 Library of Thing per card ; 1 Launchpad per card (can be combined)
- Must be returned to Circulation desk (not in bookdrop)
- Must be returned to original lending branch

Procedures

CHECK-OUT

1. Check patron's photo ID to confirm identification & check patron's library card to verify the account is in good standing.
2. Give patron Library of Things Policy and have patron sign the Borrower Agreement.
3. Check the Library of Things item to make sure all parts are included and any electronic devices are functional and in working order.

CHECK-IN

1. Check the Library of Things item and make sure all parts are returned in good condition & that any electronic devices are functional and in working order.

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 card-holders to make three dimensional objects in plastic using a design that is 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 \$.50 per hour to offset the cost of the filament.

IV. Items printed from the 3D printer that are not picked up within 7 days will become the property of the library. Items must be picked up by the individual who printed them.

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 acknowledgement, 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 Photoshop 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.

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