

# FARMVILLE PUBLIC LIBRARY

## 3D Printing Policy

Farmville Public Library's 3D printer is made available to the public to foster creativity and advance lifelong learning. 3D printers make three-dimensional objects by layering melted plastics according to computer-aided design files. This policy establishes how the public may utilize the Library's 3D printer.

### **General information**

All other Library policies apply when using the Library's 3D printer or printing services, including policies addressing user behavior, acceptable use, copyright, intellectual freedom, and user privacy.

### **Terms of Use**

- Users must have a Farmville Public Library card in good standing or a library card from an NC Cardinal library in good standing.
- Users may only submit one (1) print request at a time. (Note: one request may include multiple files for a multipart item. Each file can only be made in a single color and material.)
- Users may submit no more than two print requests (2) per month.
- Only designated Library staff may print items.
- The Library does not guarantee complete customer privacy during the 3D printing process as printing may be done in a public space.
- User will be charged an administrative fee of \$5.00 plus the cost of the materials used in creating a print. User will be notified of the cost of a print when meeting with the staff member to review the print file.
- Users will not be charged for a failed print run.
- Charges must be paid at the time of pick up. The Library only accepts cash and check payments.
- User will not be charged for the material cost of a failed print. If a model is found to be printing improperly within the first 15 minutes, Library staff will attempt to print the model a second time. After the second failed attempt, the print request will be cancelled and the user requesting the print will be notified and charged only the administrative fee (\$5.00).
- The Library is not responsible for failed models. Printing designs are not guaranteed to come out as intended and can be affected by a number of variables, such as size, complexity, and overhanging areas.
- The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the user requesting the 3D print, including but not limited to scale, design, quality, required support material, etc.
- Users have two weeks from notification to pick up their print job. Items not picked up within two weeks become the property of the Library, and the cost will be charged as a fee to your Library account.

- Use of the 3D printer is not necessarily on a first-come, first-served basis. Size of the file, timing of printing, and availability of materials and library staff may affect scheduling. The Library reserves the right to organize the print queue for overall efficient output.

### **Procedures**

1. Complete a 3D Printing Request Form
2. Create a design file
  - a. Create or find a .stl (stereo lithography) 3D design file and submit it to the library on a USB device, via email or other approved method.
  - b. The Library will not be responsible for the creation of 3D files but may recommend freely available file sources upon request.
  - c. User is responsible for the object design. Library staff will not modify the designs submitted for printing.
  - d. If a submitted file fails to slice, or has significant errors in slicing, printing cannot proceed, and the user will be notified.
3. Participate in a meeting with Library staff to review the design submitted for printing.
4. Allow up to two (2) weeks for your item to be printed.

### **Restrictions**

The Library's 3D printer may be used only for safe and lawful purposes. Users will not be permitted to use the Library's 3D printer to create material that is:

- Prohibited by local, state, or federal law
- In violation of the Library's code of conduct
- Unsafe, harmful, dangerous, poses an immediate threat to the wellbeing of others, or is inappropriate for the Library environment
- A weapon, look-alike weapon, or part of a weapon
- For commercial use
- In violation of another's intellectual property rights
- A reproduction of material or use a design that is subject to copyright, patent, or trademark protection.

The user represents and warrants to FPL that the designs submitted are original to the user, in the public domain, or that the user has other legal right to use the design. The user shall be responsible for and shall hold FPL harmless for any claims or damages arising from or relating to the user's violation of this representation and warranty.

The Library reserves the right to refuse any 3D print request.

The Library cannot guarantee model quality or stability, nor confidentiality of submitted designs. 3D printed items are provided to users "as is" and without warranty of any kind. Users are responsible for removing rafts and supports.

The Library is not responsible for any object created with the 3D printer, including any harm or injury incurred as a result of any usage of the 3D printer or the object printed.