**POTTSVILLE FREE PUBLIC LIBRARY**

**3D PRINTER POLICY AND PROCEDURES**

**PURPOSE**

This policy establishes how and under what circumstances the public may use the 3D printer.

The Pottsville Free Public 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 computer file.

The Library owns an Anycubic Cobra Plus 3D Printer.  It has a print area of 13.8"x11.8"x11.8" (HWD).

**POLICY**

1.  A valid Pottsville Free Public Library card is required to submit a request to create an item on the 3D printer.
2. 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. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others, at the sole discretion of the Library's Executive Director, including but not limited to guns, knives, or other weapons, whether real or replicas.  (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 printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
3. The Library reserves the right to approve or refuse any 3D print requests.  All decisions made by the Library are final.
4. Only designated Library staff will have hands-on access to the 3D printer.
5. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
6. Refunds are not permitted.
7. The Library reserves the right to photograph any 3D printed items and use those photographs at our discretion.

**PROCEDURES**

1. Priority printing is given to library use, classes and events.
2. Patrons (ages 18+) wanting to print an item must submit a file (no larger than 25MB) in .stl, .obj, .amf, .3mf format and a print request form (form available on the Library's website (www.pottsvillelibrary.org).
3. Only one request per patron will be accepted at a time.
4. Object must be smaller than 13"x11"x11" (height, width, length).
5. Print jobs that will take longer than 7 hours will not be accepted.

6.  The files will be readied for printing in authorized software.  The Library will view all files in the authorized software before printing.
7.  Patrons will be notified by email or phone when print job is finished.
8.  Items will be held for 14 days.  After that the item becomes the property of Pottsville Free Public Library.  Items must be picked up by the requester.  Additional charges beyond the minimum charge of $2.50 will remain on the patron's Library card until full payment is made.
9.  The Library reserves the right to refuse any 3D print request.  All decisions made by the Library are final.
10. All print jobs are completed by Library staff.
11. In submitting digital files for printing, the patron agrees to assume all responsibility for and shall hold the Library harmless in all matters related to patented, trademarked or copyrighted materials.
12. 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 placed on hold and the patron requesting the 3D print will be contacted.  Should the patron requesting the 3D print approve a third attempt, the patron will be charged for the used materials from the prior failed attempts.
13. Printing designs are not guaranteed to come out as intended and can be affected by any 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 patron requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.

**COST**

1.  A cost will be incurred by the patron for all items printed.
2.  Minimum payment ($2.50) is due upon submission of file to be printed.

Printing Fee:  Minimum:  $2.50 up to 10 grams of filament including support material.   Additional charge of $.25 for each additional gram of filament.

Adopted February 17, 2025

**3D PRINTER**

**PRINT REQUEST FORM**

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME OF FILE: _____

FORMAT OF FILE:  (select one)      _____.stl      _____ .obj      _____ .amf      _____.3mf

ITEMS PRINTED WILL ONLY BE IN ONE COLOR.  YOU CAN EMAIL YOUR FILE TO
potchild@pottsvillelibrary.org ALONG WITH YOUR COLOR PREFERENCE OR SUBMIT YOUR FILE ON A
FLASH DRIVE WITH THE PRINT REQUEST FORM AND PAYMENT AT THE FRONT DESK.  NO PRINTING
WILL BE DONE UNTIL PAYMENT IS RECEIVED.

CURRENT FILAMENT COLORS (SELECT ONE):

_____ white                                 _____ purple

_____ black                                 _____ brown

_____ red                                   _____ orange

_____ green                                 _____ yellow

_____ I read the 3D Printer Policy and Procedures and agree to its terms.

Signature: _____

_____

FOR LIBRARY USE ONLY:

DATE FILE RECEIVED: _____

AMOUNT OF PAYMENT RECEIVED: _____

AMOUNT DUE: _____