



## **LS 210 3D Printing**

Section: 200-Public Services

Effective: September 2022

### Purpose

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This policy articulates rules that govern the use of the Library's 3D printers and determines the way the 3D printers, library resources and staffing are utilized. The Library offers demonstrational 3D printing opportunities as well as instructional Computer-Aided Design CAD classes in support of the library's mission to promote an enhanced quality of life through learning.

### Policy

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3D printer educational opportunities are offered by the HIVE Makerspaces at select library locations. The Library's 3D printers are intended for instructional and demonstration purposes. Printers are to be operated by Library staff only. 3D CAD design classes are taught throughout the HCPLC and learning opportunities are available through HCPLC online learning resources.

3D printers will not be used to create objects that are: prohibited by local, state, or federal law, considered a weapon, unsafe, harmful, dangerous or that pose an immediate threat to the wellbeing of others, in violation of library policies LS501 Code of Conduct, LS306 Access to Electronic Resources, or any other Library or County policy, or in violation of copyright or intellectual property rights.

### Procedure

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The library offers CAD design classes in support of the 3D printing process. Customers may sign-up to attend CAD design classes on a first come first served basis by contacting the branches where the studios are located. Class size is determined by the individual classroom size in each location.

Customers attending a library CAD design class may submit one 3D print design in .stl file format to be printed after the class. Customers must submit their 3D design file on a flash drive or via email within one month of the class date. Staff will process 3D prints in the order submitted. 3D designs should take one hour or less to print, as determined by staff using the 3D printing software estimator. Changes to print size limits may be determined by Library staff, as time and resources allow. Customers must pick up their printed object within seven business days after notification. Copies of 3D design files will be deleted after the object has been printed. The library does not offer on-demand printing services.