



## **3D Printing**

Policy Number: LS 1113

Effective: July 2018

### Purpose

The Library offers community access to 3D printing through Library Learning Experiences. This policy determines the manner in which these resources are to be used in the Library.

### Policy

3D printers may not be used to create material that is: prohibited by local, state or federal law, considered a weapon, unsafe, harmful, dangerous or poses an immediate threat to the well-being of others, in violation of the library's Code of Conduct (LS 502), Access to Electronic Resources Policy (LS 306), or any other Library or County policy, or in violation of copyright or intellectual property rights. The Library reserves the right to refuse any 3D print request. The Library reserves the right to view all 3D design files before printing, in order to estimate print time and ensure adherence to policy.

Only designated Library staff will operate the 3D printers.

### Procedure

Customers attending a Library 3D printing class or event may submit one design 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. 3D designs should take one hour or less to print, as determined by staff using the 3D printing software estimate. Changes to print size limits may be determined by Library staff, as time and resources allow.

3D design files must be saved in .stl format. Staff will process 3D prints in the order submitted. Customers will be notified when their print is complete. 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.