Clark Public Library 3D Printing Policy

Purpose

The Clark Public Library aspires to be a beacon of innovation for our community by offering new technology such as a 3D printer. The library hopes to inspire interest in design and technology to help the community to bring their creations and ideas to life. This goal is aligned with our vision statement: The Clark Public Library's Mission is to be an innovation hub while celebrating our tradition of knowledge, embracing the future of mobility, and fostering strong ties to the community and beyond.

3D printing service is available to all ages.
Children under 12 years of age must be accompanied by a parent or guardian. The library's 3D printers are available to all patrons with a current library card (with preference given to residents of Clark) to create physical objects based on digital files and using library-provided filament.

Scheduling and Submitting

- Printing priority is based on a first-come, first served basis.
- Priority will be given to library programs or activities.
- Patrons may submit only one file at a time for printing. Customers may not schedule consecutive print times. However, if time permits and no one is scheduled, more than one file may be submitted.
- If there is high demand, the library will schedule only one print per day per person or entity.
- No printing will be scheduled one-hour prior to closing.
- Any 3D drafting software may be used to create a design as long as the file can be saved in a .stl file format.
- Digital designs also are available from various file-sharing databases.
- Library staff are not responsible for the creation of your design file.
- Customers are not required to stay for the duration of a print job if it is expected to take an hour or longer. Customers are responsible, however, for coming to the library to retrieve and pay for their objects once completed.

- Please note that procedures governing the use of the library's 3D printers are subject to change at any time.
- Please note that there is NO guarantee of anonymity. Submitted files will be observed by library staff and, quite possibly, by patrons utilizing the library when the file is being printed.

Definitions

- 3D printing: the process of producing 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

Submitting a design for printing:

- Persons wanting to use the 3D printer shall submit their request through a Google form: Link to 3D Printer Request Form

- Wait/pickup time: Items may be picked up at the reference desk. It is sometimes difficult to estimate exact print times. Patrons will be notified by email or phone when their print is ready.

Filament & Cost

- Cost: Individuals will be charged based upon the time it takes to print (in 15 minute increments). The charge will be rounded down to the nearest 15 minute increment. This cost may change as the price of filament changes. Currently, the library charges $0.50 per 15 minutes of print time.
- Our new printer can print in up to four colors simultaneously. If you'd like your item printed in multiple colors, please specify your preference below. Note: Additional charges will apply due to the extended printing time

Restrictions

The library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the library's 3D printers to create items that are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or possess an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment, including weapons.
- In violation of another's intellectual property rights. For example, the printer may not be used to reproduce material that is subject to copyright, patent or trademark protection.
- Any item designated not appropriate by the library staff.

Completed prints

- Items printed from the library 3D printer that are not picked up within 14 days will become the property of the Clark Public Library. Items must be picked up by the individual who requested them.
- The library is not responsible for any defects in the quality of the print job. No refunds will be given after the item is picked up. Except in cases of mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a customer's control, customers are expected to pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, etc.
- Only designated library staff and volunteers will have hands-on access to the 3D printer.
- Items must be retrieved by the individual who made the initial request for a print.

Approved by the Board of Trustees: September 2018