

3D Printer Policy

Purpose

This policy provides clear guidelines and procedures for utilizing the library's 3D Printer(s) and 3D printing service. It also outlines the pricing structure and puts parameters in place to protect the Library's resources while supporting educational and creative opportunities for library patrons.

Using the 3D Printer

The Library may have multiple 3D printers available for use by library patrons, including 3D printers(s) in the Teen Center.

- The Teen Center 3D printer(s) may only be used by:
 - Library staff
 - Teen Center eligible patrons (grades 6–12), with permission, guidance, and active supervision from Library staff.

In all instances, permission must be granted for each print job before printing begins.

3D Print Service

Anyone may submit a 3D model file in a supported format via the Library's online form.

- Prints will be completed by Library staff or trained volunteers.
- Completed prints must be picked up at the Library within two weeks of notification.

Pricing

- Rates are listed on the website and are based on the current material cost per gram, plus a margin approved by the Library Board to support maintenance, upgrades, and the Teen Center.
- Jobs requiring extended print times or resource-intensive settings (such as very fine detail or ironing) may incur an additional complexity fee to recover the costs of additional resources, machine wear and tear, and print time. The current complexity fee is listed on the website and approved by the Library Board.
- A quote for the total cost of the print job using slicing software calculations will be provided for approval before printing begins.
- Payment by cash or check is due at pickup.
- Library staff may waive or discount printing fees for jobs that are educational or community service related.

Guidelines & Limitations

Printer specifications and available filament colors are posted on the Library's website.

All print jobs must be within the capabilities of the equipment, materials, and available staff time.

The Library will not approve any print that is:

- Illegal
- Unsafe
- Inappropriate for a family-friendly environment
- Determined to be subject to trademark, copyright, or patent protection
- Too large for the printer's build volume
- Intended for resale
- Longer than 12 hours in print time

The Library reserves the right to refuse any print job.

It is the responsibility of the person submitting the file to choose the material and print settings that best fit their project's intended use, and to understand the limitations of 3D printed parts.

The Library is not responsible for:

- Print jobs that fail to print correctly due to file or design flaws
- Prints that fail, warp, or break after pickup
- Injury or damage caused by the use of 3D printed items
- Infringement of intellectual property rights from user-submitted files

Print Quality & Processing

- Models are printed according to the instructions specified in submissions.
- Priority is given to Library projects.
 - Priority is given to teen user prints on the Teen Center 3D printer(s).
- Prints are processed in the order received, unless shifting saves time or material.
- The Library cannot guarantee the quality, accuracy, or durability of any print.
- 3D printed items are not food-safe and should not be used with food or beverages.

Adopted November 2025