

## **Glen Ridge Public Library - 3D Printing Policy April 2022**

Users of the Library's 3D printing services agree to use the equipment for lawful purposes only. Examples of unlawful purposes or potentially rejected jobs include but are not limited to:

1. Anything prohibited by local, state or federal law.
2. Unsafe, harmful, or dangerous items that pose a threat to the well-being of others.
3. Obscene or otherwise inappropriate items for the library environment.
4. Work that is in violation of another's intellectual property rights.
5. Material that is subject to copyright, patent or trademark protection.
6. A job that is too large, long, or complex. The largest possible print area is 8 .75 x 5.75 inches with a height of 5.75 inches. The longest possible print time is 5 hours.

Use of 3D printing services is open to Glen Ridge Library cardholders only.

Supervision of the use of the 3D printers by Library staff does not constitute knowledge, or acknowledgement, of the final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

The library reserves the right to publicize. A patron's first name or name of a project might be used for marketing purposes.

### **3D PRINTING GUIDELINES**

The 3D printer may be used to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Our 3D printer accepts .x3g file formats. The computer located in the Makerspace has FlashPrint software which is capable of converting other 3D files (.stl or .obj) into .x3g files. All jobs must be submitted via the online form on the Library's website.

The 3D printer uses PLA filament with a dual extruder; this is a corn-based degradable plastic with a low melting point. The color is set by the Library and the user may select which of the two current colors they would like their object to be printed in. Library staff cannot provide extended training on using the software or help you design your model. If time permits, Library staff will set up your print and remove your object from the printbed at the end. We cannot ensure staff will be able to assist at all times. Please allow up to 4 business days for printing services.

We recommend the free, online program called Tinkercad to design your 3D object. You can sign up for an account with just an email address. Digital designs are also available from various file-sharing databases such as Thingiverse.com.

- The Library reserves the right to refuse any 3D print request.
- The Library seeks to recoup materials costs. Therefore, there is a charge for 3D printing of \$.20 per gram. The cost is derived from the PLA filament cost and machine maintenance. The cost is subject to change. Changes will be posted to the library website.
- Only the Library's filament is allowed to be used in the 3D printer.
- 3D prints that are not picked up within 7 days will become property of the Library. Objects must be picked up by the individual who submitted the job file.

### **3D PRINTING COST**

3D printing pricing is based on the weight of the object(s) in grams. There is a charge for the cost of a completed or failed print at \$0.20 per gram. Jobs that fail at 29% or below, will not be charged. Object(s) will be weighed by Library staff at the end of the print to determine the charge. Print jobs may be paid for by cash, check, or credit card. If the print is not picked up, the cost of the print will be applied to the patron's library account. Patrons will receive an email indicating that their job is complete, the final cost, and pickup location.

Except in cases of mechanical failure, users are expected to pay for completed objects at the time of pickup and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the user.

The library reserves the right to modify this policy without notice.

Approved by the Glen Ridge Public Library Board of Trustees on: 4/18/2022