

Bloomfield Public Library 3D Printing Policies

The Library's 3-D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3-D printer to create material (in-whole or in-part) that may be considered:

- Prohibited by local, state or federal law. US Copyright Law governs the making of photocopies or other reproductions of copyrighted material.
- Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others and animals. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights.
- It is expressly prohibited

The Library reserves the right to refuse any 3-D print request including, but not limited to, violation of library policy, manufacturer terms, failure to pick up and pay for previous requested prints, etc. The project's [3D printer use application](#) may be found at this link. Scheduled Library events involving the room where the printer is located takes priority over printer usage. The library reserves the right to schedule only 2 print jobs per week per person or entity.

Color options for PLA filament will be limited to available library stock. The maximum printed area must be smaller than 256 x 256 x 256 mm³ (WxDxH) and we will contact the patron with the estimated price.

Fees for 3-D printing are based on the quantity of filament used during the print process. Fees are based on the gram weight of the final product. A minimum charge of \$2 will be required for each print up front. Additional fees of 10¢ per gram may be assessed for each print. A charge in the amount of the print's cost will be added to the patron's record for any unclaimed items.

Deposit fee: \$5 (This will be returned to the patron once the item they printed is paid for. If the item is not picked up within two weeks, the deposit fee becomes nonrefundable.)

Items printed from the Library's 3-D printer, which are not picked up and/or paid for within fourteen days of completion will become property of the library.

Cleaning or polishing of the final print is the responsibility of the patron. Library staff will not remove any helpers or shells printed to ensure the stability of the print during the printing process. Files will be printed as submitted by the patron, staff does not provide corrections or alterations.

All work and clean-up in the space must be completed no later than 15 minutes before the library closes. Equipment, programs, projects, etc. cannot be left running or suspended while the library is closed. No food will be allowed around the printer, beverages in covered containers only.

Use of this equipment complies with any and all other library policies, as applicable.

Only designated library staff will have hands-on access to the 3-D printer. **OR** Only designated library staff and trained patrons will have access to the 3-D printer. **OR** Patrons must design, scan, image, create or download their own models for use on the 3-D printer; library staff are available for **assistance only**. Use of the 3-D printer is at the discretion of the library staff. The library reserves the right to deny use of library equipment. Prints may be denied at the library director's discretion.

The library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged. If a print fails, it may be attempted only two more times.

Typically your model will be printed within 48 hours. However, long print queues and breakdowns do happen and therefore we cannot guarantee completion times.

Items must be picked up by the individual who printed them.

The library is not responsible for the subsequent safety of any item made with the 3-D printer.

Files must be in **.stl** or **.3mf** file format. Files can be dropped off on a USB flash drive at the circulation desk, or emailed to sarah.clawson@cityofbloomfield.org