



Approved by the Chili Public Library Board
May 28, 2019, Revision October 26, 2021

3D Printer Policy

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading, and the power of information. This is consistent with our service priority.

3D Printer Procedure

- A 3D Printer is available at the Chili Public Library for library users to make three-dimensional objects using a design that is uploaded from a digital computer file.
- The library offers public computers which can be used to download 3D design files from a shared database (e.g. Thingiverse), and/or to create designs with free web-based applications (e.g. Tinkercad). Patrons may prefer to bring their own design on a portable drive.
- The 3D Printer may be used only for lawful purposes. Library users may not create material that is:
 - a) Prohibited by local, state or federal law.
 - b) Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c) Obscene or otherwise inappropriate for the library environment.
 - d) In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.
 - e) Regulated or requires a license to use or carry.
- The Library reserves the right to deny any 3D print request.
- The library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.
- Library patrons (16 and over) using the Spark Lab equipment are required to complete a safety orientation session with a library staff member before utilizing the 3D printing service at the Chili Public Library. The safety orientation session will cover the following: printer operation, safety guidelines, troubleshooting and finishing processes. Patrons under the age of 16 are required to attend the safety orientation with a parent or legal guardian who will directly supervise them during any print activity.



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- After completing the safety orientation session, patrons must complete a 3D Printer User Agreement prior to submitting a request to reserve the printer for use in the library. A safety orientation refresher with a library staff member may be required at any time before access to the printer is granted.
- A library staff member will review the file for estimated time to print completion and cost.
- The library will charge a fee for printing.
 - a) The charge for printing will be \$.10 per gram. The charge shows as a manual fine on the patron's account, which the patron pays when an item is picked up.
 - b) If an item is not picked up within one month of printing. It will become property of the library.
- A library staff member will usually be available for brief consultation before a print begins and for basic troubleshooting during the print. However, it is the responsibility of the patron to create their own design and prepare it for printing in .stl or .obj format.
- 3D printing is an emerging technology and the library assumes no responsibility for print quality, printing errors or defects in the printed object.

Guidelines

1. Library user must have a current library card.
2. Library users may submit one file per week via the Library's website, or the email provided by the Spark Lab.
3. Completion times cannot be predicted nor guaranteed, but most jobs can be picked up the following day at the Circulation Desk. Staff may notify the patron when the job is completed.
4. All files will be deleted from the library computer system once the print job has been completed.

Design Creation

1. Build plate is 4" x 5" x 5"
2. Any 3D drafting software may be used to create a design. Some acceptable file formats are:
 - a) .stl
 - b) .obj