George H. & Ella M.
Rodgers Memorial Library
INSPIRING IDEAS

Policy Number: 15

Policy Subject: 3D Printer

Adopted By: Library Board of Trustees	Revision Number: 1
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1. Policy:

The George H. & Ella M. Rodgers Memorial Library, hereinafter RML, has 3D printers available to all RML patrons and Hudson residents for their use in making 3-dimensional objects.

2. Procedure:

Only designated RML staff will have hands-on access to the 3D printers.

The 3D printers may be used only for lawful purposes. The public is not permitted to use RML's 3D printers to create material that is:

- prohibited by local, state or federal law
- unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
- obscene or otherwise inappropriate materials for a library environment
- is in violation of another's intellectual property rights

The printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The library staff will review all files before printing and, at their discretion, refuse scanning and/or producing of material.

3D printing fees will be set by the Library Board of Trustees, hereinafter BOT. Payment is required in advance, based upon the estimates generated by the software. RML is not responsible for the quality of any content produced on the 3D printers. Items must be picked up in a timely manner.

Design creation:

The 3D printers can be used with or without basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.

- Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, file format.
- RML suggests TinkerCAD, a web-based 3D modeling platform created by AutoDesk.
- Digital designs are also available from various file-sharing databases such as Thingiverse.com.

Submitting a design for printing:

- Patrons wanting to use the 3D printers shall bring their file in .stl, file format (no larger than 25MB) to the Reference Desk.
- Staff will prepare the item for printing, view the intended print and verify it is eligible for printing. Staff will provide the patron with the cost. Once the item has been paid for, the item will be added to the queue for printing.
- Print-on-demand objects must require less than 7 hours to print each piece.
- Multi-piece requests will be considered on a case-by-case basis.
- If the item will not be printed for some time, patron may request to be notified when the printing starts so they can come view it happening.
- If there is high demand, staff may schedule only one print per day per person.

Items may be picked up at the Reference desk. Depending on print time, patrons can wait for material or be notified by staff once the item is complete.

Should a print fail due to a technical reason (filament clogging, power failure, etc.), the library will re-print the job at no additional cost to the patron.

Failure due to poor design is not the responsibility of RML and refunds may not be given in this instance. Staff will make every effort to warn patrons if their designs appear likely to fail.