



3D Printing User Agreement

Policy Statement: Albion College Innovation Lab 3D printers are available for indirect use by Albion College students, faculty, and staff. Anyone who requests a print from an Albion College 3D printer agrees to follow the rules and procedures stated here within.

Primary Impact On: Students, Faculty, and Staff - Innovation Lab/3D Print Users

Purpose and Scope:

- I. Albion College 3D printers may be used only for lawful purposes. Rights to the 3D printers will be revoked if the 3D printers are used to create materials that are:
 - i. Prohibited by local, state or federal law.
 - ii. Unsafe, harmful, dangerous, or that pose an immediate threat to the well being of others.
 - iii. A weapon of any kind.
 - iv. Obscene or otherwise inappropriate for the college environment.
 - v. In violation of another's intellectual property rights.
 - vi. In violation of any Albion College policy.

- II. Due to safety issues, ONLY designated staff will have hands-on access to the 3D printers.

Procedure:

1. Patrons will provide their own designs in the proper format (3MF, OBJ, STEP, STL, and STP formats are all acceptable) or link to a model that is available online for free download.
2. The Innovation Lab reserves the right to refuse any 3D print request. Requests submitted to the online queue may be rejected for the following reasons:
 - a. the file displays an error message in Bambu Studio
 - b. settings are not within recommended specifications
 - c. print time exceeds 12 hours per build (if machine demand is high, additional limits may be observed)
3. All requests will be considered in the order of submission, though 3D prints for class use may take priority over non-essential prints.
4. The cost of the item printed will be charged at a rate of 20 cents per gram of material used in the printing process, including supports, with a minimum charge of \$1.00, regardless of

the success of the print. Print costs will not be refunded nor parts reprinted unless it is determined that an equipment malfunction caused the error. Upon an unsuccessful print, users will be notified and must approve additional print trials and incur any additional cost.

5. While Innovation Lab staff may trim support material from completed prints, more extensive finishing steps (sanding, painting, etc.) is the responsibility of the patron.
6. 3D-printed items that are not picked up after 14 days will become property of this institution.
7. Students will see a charge for all their 3D prints on their Albion College bill by the end of the semester; departments will be charged for 3D prints within one month, as will individual faculty/staff.