



Albion College | Library

3D Printing User Agreement

Policy Statement: Albion College Innovation Lab 3D printers are available for direct use by Albion College students, faculty, and staff only when they have received proper training. Anyone who uses 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 on 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. Those who want to use the 3D printer without supervision must:
 - i. Complete in-person training with an Albion College Innovation Lab staff member or student employee.
 - ii. Take the course and pass the 3D print test at <http://courses.albion.edu/course/view.php?id=5524> with an 80% or better.
 - iii. Conduct one supervised 3D print.
- III. The user agrees to:
 - i. Leave the equipment in the same condition as originally issued.
 - ii. Refrain from touching hot, or otherwise untouchable, items of the 3D printer, attempting large repairs on their own, or cause any physical damage to the printers.
 - iii. Pay for any damage incurred outside of the typical realm of 3D printer errors/issues.
 - iv. Inform an Innovation Lab employee or email the Innovation Lab at printing@albion.edu if the printer becomes unsafe, or is in a state of disrepair.
 - v. Pay the designated cost (of plastic or resin) for items printed, payable to accounting at the end of each semester.

Procedure

The following outlines the process of scheduling a 3D printer through payment:

- I. After completing all necessary training elements, the user may visit the Innovation Lab during open hours or schedule an appointment in the lab.
- II. A user may not start a print without first verifying the printers are free and available from an Innovation Lab employee.
- III. If a printer is available, the user must enter their print information into the 3D print sign up sheet. This will include their name, object, and number of grams/mL. If their print is never successful, they must tell an Innovation Lab employee, otherwise they will still be charged for the 3D print.
- IV. When the print is finished, the user will clean the 3D printer and surrounding area.
- V. At the end of the semester, the student will see a bill for all their 3D prints on their Albion College bill.