GLENDALE PUBLIC LIBRARY

3D-PRINTING POLICY

Purpose

The Glendale Public Library desires to offer the community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer(s).

[Policy adapted from Sacramento Public Library](#)

Policy

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

I. The Library's 3D printer(s) may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer(s) to 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, for example: guns or knives.
    c. Obscene or otherwise inappropriate for the Library environment.
    d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
    e. Object(s) that will take longer than two (2) hours to print.
II. The Library reserves the right to limit the number or refuse any 3D print request.
III. Only one print request per day per household can be submitted and a 3D Print Request Form must be supplied with each print request/copy of an item.
IV. A Glendale Library card in good standing is required to request a 3D print.
V. Printing cost is $0.10 per gram. We weigh the object when completed, including supports and raft material. $1.00 minimum.
VI. All filament used is charged, including for 3D prints that fail and for prints that are not picked up.
VII. A signed 3D Print Request Form must be submitted with the file to be printed. In the case of a minor, a parent or legal guardian must also sign the form and be present when printing is requested.
VIII. Items printed from Library 3D printer(s) that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual(s) who signed the 3D Print Request Form.
IX. Only designated Library staff will have hands-on access to the 3D printer.
X. Indemnity or No Guarantee: Library is not responsible for any damage or loss or for the 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.

Procedures

The procedure for printing from the Library's 3D printer(s) is as follows:

I. Design creation:
   a. The 3D printer can be used with 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.
   b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl., .obj. or .x3g file format.
   c. Digital designs are also available from various file-sharing databases such as Thingiverse.com.

II. Submitting a design for printing:

   a. Persons wanting to use the 3D printer shall bring their file on a flash drive (in .stl, .obj or .x3g format; no larger than 9 MB) to the Adult Reference Desk during open hours or email their file to 3dprinting@glendaleaz.com. Staff will review the design and add the model to the printing queue.
   b. If there is high demand, the Library will operate on a first come, first served order or in order of receiving print request.
   c. The files will be readied for printing in Simplify3D or other authorized software. The Library will view all files before printing.
   d. All requests must be submitted with a 3D Print Request Form. Each copy of an item is considered a separate request.
   e. Wait/pickup time: Items may be picked up at the Adult Reference Desk. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.

Please note that procedures governing the use of the Library's 3D printer(s) are subject to change.

Definitions

- 3D printing: the process of making a physical object from a digital model.
- 3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.
- CAD: Computer Assisted Drawing

Approved and adopted May 10, 2017, by the Glendale Public Library Advisory Board