

Millburn Free Public Library

3D Printer Policy

Approved by the Board of Trustees - March 16, 2015

Purpose

The Millburn Free Public Library offers its patrons a place to connect and learn.

Libraries have often been a site where the public can connect with new technologies, providing a place for innovation, creativity and discovery. This policy governs use of the Library's 3D printer.

Policy

The Library's 3D printer is available for making three-dimensional plastic objects using a design that is uploaded from a digital computer file under the supervision of a trained staff member or volunteer on a first come, first served basis.

All MPFL computer and network policies apply to the use of the 3D printer.

I. Cost: Cost is based on amount (weight) of filament used to produce your object, as determined by the printer. Up to 28 grams is \$1.00. Each additional gram is 5¢ per gram. Minimum charge is \$1.00. Payment must be made in advance, prior to beginning the print job. Refunds will only be considered in case of printer malfunction.

II. Restrictions: The Library reserves the right to refuse the production of any content at any time at the discretion of Library staff. Examples of objects that will not be produced include, but are not limited to:

- Any object that is prohibited by local, state or federal law
- Objects that are unsafe, harmful, dangerous or pose an immediate threat to the safety and well-being of others
- Items that can be viewed as threatening or racially, ethnically or otherwise provocative or inappropriate for the Library environment
- Objects in violation of another's intellectual property rights
- Objects that are too large for the 3D printer's build plate

Print queue priority will be given to MFPL cardholders.

A maximum of 3 hours of print time will be allotted per person/entity per day.

The Millburn Free Public Library reserves the right to refuse or cancel any 3D print request.

By using the 3D printer, the patron assumes all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

Procedures

I. Designing

- Any 3D drafting software may be used to create a design as long as the file can be saved in .stl format.
- Digital designs also are available from various file-sharing databases such as Thingiverse.com

II. Printing

- Patrons who wish to print should speak with the librarian at the Reference Desk.
- Files must be in .stl, format (25MB or less). Staff will add the model to the printing queue after payment is made. Print jobs that appear too large to be completed before library closing time will not be started.
- During periods of high demand, the Library may schedule only one print person/entity.
- Wait/pickup time: You may wait for your printout. However, some print jobs may be lengthy and there may be a print queue. Items may be picked up at the Reference Desk. It may be difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- Only designated Library staff and volunteers will have hands-on access to the 3D printer.

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

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