



Lafourche Parish Public Library 3D Printing Policy

3D Printing Policy

PURPOSE

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

The use of the equipment shall be consistent with the mission of the Lafourche Parish Public Library, which includes:

- Providing the residents of Lafourche Parish access to books and other resources that will inspire lifelong learning;
- Increasing access to information and services by library patrons;
- Advancing knowledge, and
- Strengthening our communities while embracing the rich heritage and vibrant future of our parish.

POLICY

The Library's 3D printer(s) are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. File types accepted include .stl, .thing, and .obj.

- 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. 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. Designs should be your creation or be in the public domain.

Accordingly, library staff may ask you to provide proof that the work to be printed is not:

- c. Unsafe, harmful, dangerous or an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).
- d. Obscene or otherwise inappropriate for the Library environment as decided by the Library administration. This includes objects that may be considered:
 - Pornographic
 - Illegal
 - Obscene or Offensive
 - A risk to or an endangerment to others (weapons)
 - Drug-related, including drug paraphernalia



Lafourche Parish Public Library 3D Printing Policy

- II. **The Library reserves the right to refuse any 3D print request.**
- III. Due to the limitations of the machine the following restrictions will be added to print builds:
 - a. No build will be built by the machine that takes over 8 hours from start to finish.
 - I. Exception: Nicholls student builds for class work, with prior approval.
 - b. A build will only be re-attempted one (1) time after the original attempt. If the machine can still not successfully build the item after 2 tries the item will not be built and the library will not continue with the print job.
 - c. If an item is too large for the plate and the machine's software will not accept the build, the library will not attempt the build.
- IV. Items printed from Library 3D printer(s) must be picked up within 7 days by the individual(s) who printed them.
- V. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

- I. Design creation:
 - a. The 3D printer can be used with basic knowledge of 3D modeling software. Creating a new design requires basic knowledge of computers and 3D modeling software.
 - b. Any 3D modeling software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
 - c. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
- II. Submitting a design for printing:
 - a. A patron wanting to use the 3D printer shall bring his/her file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Library housing the 3D printer during specified hours in accordance with print bed dimensions: 11.2 in x 6.0 in x 6.1 in.
 - b. The patron must read the policy and fill out the policy agreement form prior to printing. Upon approval of the design, library staff will add the model to the printing queue.



Lafourche Parish Public Library 3D Printing Policy

c. The cost of 3D printing is

I. \$0.10 per gram for all colors except the following

II. \$0.15 per gram for

- Sparkly Blue
- Sparkly Black
- Photo-chromatic Blue
- Glow in the Dark

** Patrons who print will be responsible for the cost of printed objects. (The fee is to offset the cost of the necessary filament and is the same type of charge as paper for a copy machine).

** Nicholls students using the printer for a class assignment, with a current student ID, will receive the filament cost at a discount. Please see the Branch librarian for further details.

d. Patrons **may not** bring in their own filament for use in the 3D printer. We cannot verify the type, size or quality of outside filament. Additionally, using inappropriate filament will void any warranties on the 3D printer.

e. Payment must be received upon pickup; failure to pay for printed objects will result in a suspension of the library user's account and printing privileges until payment is received.

f. The files will be readied for printing in MakerWare or another authorized software. The Library will view all files in MakerWare or the other authorized software before printing.

g. Wait/pickup time:

It is sometimes difficult to estimate exact print times due to the sensitivity of the printer which only operates during library hours. The 3D printer will operate only when trained library staff is available to monitor print jobs. The trained library staff will make an educated guess about the length of a job upon request. If there is high demand, the trained staff will schedule only one print per day per person or entity. Customer(s) will be called when their item is finished printing. Due to the popularity of the 3D printer a build may not happen immediately and will be put in the queue for printing.

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

DISCLAIMER:

The Library staff makes every effort to oversee the use of the equipment; however, the Lafourche Parish Public Library, Library Board of Control, Library director, and the Library staff are not responsible for any object created with the use of the equipment or for any harm or injury incurred as a result of any usage of the equipment.



Lafourche Parish Public Library 3D Printing Policy

Usage Agreement

By signing this Policy, I indicate that I understand the terms of this Policy and agree to abide by this policy when using the Equipment.

Printed Name*

Signature

Date

* A parent or Legal Guardian's signature is required if a library patron is under 18 years of age.

*Parent or Legal Guardian's Printed Name

*Parent or Legal Guardian's Signature

Date

Employee Printed Name

Branch

Employee Signature

Date

- File sent by email
- File submitted on USB drive

DISCLAIMER:

The Library staff makes every effort to oversee the use of the equipment; however, the Lafourche Parish Public Library, Library Board of Control, Library Director, and the Library staff are not responsible for any object created with the use of the equipment or for any harm or injury incurred as a result of any usage of the Equipment.

Updated 01.12.17

Updated 09.22.2016

Adopted May 13, 2014