OCEAN CITY FREE PUBLIC LIBRARY
3D PRINTER POLICY AND PROCEDURE

PURPOSE

The Library desires to offer 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 printers.

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 printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers 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. (Such use may violate the terms of use of the manufacturer.)

   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. Patrons are responsible for any violations of copyright, patent or trademark infringement.

II.   The Library reserves the right to refuse any 3D print request.

III. Cost: 3D printing at the Library is currently $1 per hour, academic project $0.50. To be paid upon print completion.

IV.   Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.

V.   Only designated Library staff 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.   Designs must be no bigger than 9.9 x 7.8 x 5.9 in.

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b.   Any 3D drafting software, such as Tinkercad, 123D Catch, and Sculptris, may be used to create a design as long as the file can be saved in .stl file format.

c.   Digital designs also are 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 email their file or website link to the Young Adult Librarian at sara@oceancitylibrary.org. Files will be deleted after the projects are printed.

b.   If there is high demand, the Library will schedule only one print per day per person or entity.

c.   The files will be readied for printing in Makerbot or other authorized software. The Library will view all files in Makerbot or other authorized software before printing.

d.   Wait/pickup time: Items may be picked up at the 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.

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

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