

### 3D Printing Policy and Procedure

Poughkeepsie Public Library District strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of a 3D printer.

**Policy:** 3D printers are available at the Adriance Memorial Library for library users to make three-dimensional objects using a design that is uploaded from a digital computer file.

1. The 3D printer may be used only for lawful purposes. Patrons may not 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.
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
  - e. Regulated or requires a license to use or carry.
2. The Library reserves the right to deny a 3D print request.
3. The Library is not responsible for any damage, loss or 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. It is the patron's responsibility to ensure that an object will print correctly.
4. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
5. The library reserves the right to charge a fee for printing. Current charge is \$0.10 per gram of material used in the production of each object. The object will be weighed when it is completed. Any supporting material on the object is to be removed by the patron and is included in the cost of material.
  - a. If an item is not picked up, a printing fee of \$1.00 will be added to the patron's library account if the object takes two hours or less to print; \$5.00 if it takes longer.

#### Guidelines

1. You must provide a valid email when you submit your project. We will send you an email from [makerspace@poklib.org](mailto:makerspace@poklib.org) within one business day providing an estimated weight for the object and an estimated completion date. If you do not receive this email, check your Spam or Bulk mail folder. If you still do not see an email from us, please contact us at [makerspace@poklib.org](mailto:makerspace@poklib.org).
2. If there is high demand, patrons will be limited to one print job per day.
3. Completion times cannot be predicted nor guaranteed, but most jobs will be available for pickup within 7 days at the Checkout Desk. Staff will notify the patron when the job is complete.
4. Items must be picked up by the individual who submitted the request.
5. All files will be deleted from the library computer system once the print job has been completed.

**Procedure**

1. Any 3D drafting software may be used to create a design. Acceptable file formats are:
  - a. .stl
  - b. .obj
  - c. .thing
2. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
3. Adriance Memorial Library provides on-site computer access to design software in our Computer Labs (Monday thru Friday 11-1, Tuesday 6-8). Drop in to a Computer Lab if you need this service.

**Submitting a Design:**

1. Submit files by email to [makerspace@poklib.org](mailto:makerspace@poklib.org).
2. Staff adds the file to the printing queue and prepares printer for printing.
3. Staff prints item.

**Claiming a Completed Item:**

1. The library patron will be notified when their completed item is ready to be picked up.
2. Items may be picked up at the Checkout Desk during regular library hours.
3. Items not picked up within 7 days will become property of the library and your card will be charged as noted in Policy above.