

# ***THREE DIMENSIONAL (3D) PRINTING POLICY***

**Purpose:** The Oshkosh Public Library 3D printer is available to library patrons to make three-dimensional objects from a digital model utilizing a design that is uploaded from a computer file of a compatible type (specified below).

1. The 3D printer may be used for lawful purposes only. Staff cannot allow the use of the library's 3D printer to create objects that are:
  - a. Prohibited by state or federal law.
  - b. In violation of another's known intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
  - c. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, for example, guns, knives, or other possible harmful or lethal weapons.
  - d. Obscene or otherwise inappropriate for the library environment.
2. All 3D prints must fulfill the library's requirements:
  - a. The print must be one of the following formats: .stl/.obj/ .3mf/ .olpt
  - b. Only one print request per person will be accepted and printed at a time.
  - c. Submissions by one person must not exceed one request every two weeks.
  - d. The print must be smaller than 13 x 9.4 x 9.4 inch (330 x 240 x 240 mm) to fit on the build plate.
  - e. Objects can be printed in one color, but preferences on the color can be discussed with staff.
3. The Oshkosh Public Library reserves the right to refuse any 3D print request.
4. The use of the 3D printer is at the discretion of the designated library staff and will be offered to patrons on a first-come, first-served basis. Priority printing will be given to staff efforts for library needs, such as programs and events.
5. Supervision of the use of the 3D printer by library staff does not constitute knowledge of or acknowledgement of any unapparent final use of the 3D product and the library specifically disclaims any knowledge thereof.
6. Only designated library staff will have hands-on access to the 3D printer.

7. Items that are printed from the library's 3D printer that are not picked up within 7 days of completion will become the property of the library. Items must be picked up by the individual who printed them.
8. Due to the amount of time it takes to print an object, the number of requests received and staff availability, the library will not guarantee that a print job will be completed on a specific day.
9. Acknowledgement by patron utilizing library's 3D printer:
  - a. By submitting contents or objects, the patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
  - b. The Oshkosh Public 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.

The 3D printing service will act just like an ink/toner printer, printing files requested by the patron. The files either need to be:

1. A patrons pre-designed .stl/.obj/ .3mf/ .olpt files
2. A patrons in-house creation made on the provided software
3. A digital download from thingiverse.com or the provided software.

Library staff will not oversee creating files or designs for patrons but can assist in guiding the process. All files must be either:

1. Saved to an external USB drive
2. Uploaded to the printer using the provided software.

At no time should any external drives be inserted into staff computers.

Library staff (or the designated librarian) will load prints onto the printer, without patron assistance. Patrons should pick up their printed designs within 7 days of completion.

Prints will cost \$0.06 per gram of PLA filament used and requests for prints from the 3D printer will be on a "first-come, first-serve" basis. Costs will be subject to occasional review.

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Approved By:	Library Board
Amended/Modified:	
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