

DALY CITY PUBLIC LIBRARY

3D PRINTER POLICY

PURPOSE

The Library offers community access to new and emerging technologies such as 3D design and printing to inspire interest in creation, collaboration, and innovation. This policy outlines the acceptable use of the Library's 3D printer.

POLICY

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design from a digital computer file.

- I. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer 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 inappropriate for the Library environment.
 - d) In violation of intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- II. Cost: 3D printing at the Library is free during a pilot project period. It is anticipated that a fee will be charged in the future to cover the printing costs.
- III. Items printed from the 3D printer not picked up within 7 days may become property of the Library. Items must be picked up by the individual who printed them or designee.
- IV. 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 printer is as follows:

- I. Design creation:
 - a) Any 3D drafting software may be used to create a design as long as the file can be saved in a file format compatible with our 3D printer.
 - b) The Library offers access to computers with software that may be used to create a design.

- c) Digital designs are also available from various file-sharing databases such as Thingiverse.com.
 - d) Individual print requests must require no more than seven meters of filament. Staff are available to assist in resizing objects as needed.
- II. Submitting a design for printing:
- a) The 3D printer can only be used during designated times when Library staff is available.
 - b) Patrons wanting to use the 3D printer shall bring their file to the Library during the designated hours for 3D printing. Staff will add the model to the printing queue.
 - c) The Library reserves the right to schedule only one print per day per person or entity.
 - d) The Library will view all files before printing.
 - e) Files may not be dropped off to be printed. The 3D printer is for educational purposes only and patrons must be present to start a print. Patrons may come back later to pick up the finished print.