

# DALY CITY PUBLIC LIBRARY

## 3D PRINTER POLICY

### **PURPOSE**

The Library offers community access to technology to generate interest in creation, collaboration, and innovation. This policy outlines the acceptable use of 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 from a digital computer file.

1. The Library's 3D printers may only be used 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 a threat to the well-being of others.
  - c) Obscene or inappropriate for the Library environment as determined by library staff.
  - 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.
2. Items printed from the 3D printers not picked up within 7 days may become property of the Library or be discarded. Items must be picked up by the individual who printed them or their designee.
3. Only designated Library staff and volunteers will have hands-on access to the 3D printers.

### **USE**

1. 3D printing is available to individual library patrons for personal, non-commercial use.
2. Any 3D design software may be used to create a design as long as the file can be saved in a file format compatible with library 3D printers.
3. Total estimated print time, materials use, and print size are used to determine feasibility of individual print requests. Staff are available to assist in resizing objects as needed to adjust these parameters.
4. The 3D printer may only be used during designated times when Library staff are available.
5. The Library reserves the right to limit the number of print requests per week per person.
6. Many factors impact the quality of 3D prints. The Library may not be able to print all requests and print results may not be as expected or desired in all instances.
7. The Library will review all files before printing.