3D Printer Policy and Procedure

PURPOSE

The Library desires to offer community access to new and emerging technologies such as a 3D printer to inspire a new interest in design and help the community to bring their creations to life. This goal in consistent with the Library's mission to engage, innovate, and lead. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

POLICY

The Library's 3D printer is available to the public, who are registered and in good standing with an Altoona Area Public Library card, to make three-dimensional objects in plastic using a design that is uploaded 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 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.

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

III. Cost: 3D printing at the Library is $0.10 per gram. An initial cost of your print job will be estimated upon your print request. An additional charge may be added to complicated, multi-step, multicolored, or excessively large print jobs. Items must be paid for in full at the time they are picked up. Please note printing costs are subject to change.

IV. Items printed from the Library 3D printer that are not picked up within 7 days will become property of the Altoona Area Public Library, and a one-time late fee of $5.00 will be added to your Library card. Items must be picked up by the individual who requested them.

V. The Library is not responsible for any defects in the quality of the print job. No refunds will be given after the item is picked up.

VI. 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. The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires some knowledge of 3D modeling software products.

Video tutorials that accompany CAD programs can be of assistance. Some free software programs include: 123D Design and Tinkercad.

b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.

c. The Library has computers with Photoshop software that may be used to create a design.

d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.

e. Library staff are not responsible for the creation of your design file.

II. Submitting a design for printing:

a. Persons wanting to use the 3D printer shall email their print request, including a link to the file (if using a file-sharing database), or including an attached file (in .stl, .obj, or .thing file format) (no larger than 25 MB) to Creationlab@altoonalibrary.org. Patrons are also welcome to present their file via a USB drive in person. An acknowledgement email will be sent in response to the request with a cost estimate and estimated time for completion of the job. If the cost estimate is accepted with an email reply, staff will add the model to the printing queue. A completion email will be sent when the print is complete. The seven (7) day period in which the print job must be picked up will be assessed seven (7) days after the completion email was sent.

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 MakerWare or other authorized software. The Library will view all files in MakerWare or other authorized software before printing.

d. Wait/pickup time: Items may be picked up at the adult circulation 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. Please be aware that most jobs take at least two (2) hours.

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