



3D Print Request Carroll County Public Library

Date _____

Time _____

Last Name _____

First Name _____

Email _____

Phone Number _____

File Origination

- I downloaded this unmodified file from (ex: <http://www.thingiverse.com/thing:313567>):

- I created this file myself (includes modifications to downloaded files)

Please note: You will be financially responsible for the print job regardless of its success or failure.

Size of Object (millimeters) _____ (w) x _____ (h) x _____ (d)

- I have reviewed the library's 3D Printer Acceptable Use Policy on the back of this form.

All prints cost \$.25/gram plus tax. We will provide an estimate prior to printing but will weigh the object after printing to generate final cost.

This area completed by CCPL staff

File name _____

Color of print _____

Type of Material PLA

Estimated time to print _____

Other Supports Brim Raft

Estimated Weight _____ grams

Estimated Cost _____ + tax
(grams x \$.25)

Completed Weight _____ grams

Final Cost _____ + tax
(grams x \$.25)

Date Print Completed _____

Paid _____ **Not Paid** _____

Staff Member _____

Branch _____

3D Printer Acceptable Use Policy

Purpose

The Library offers community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

Policy

The Library's 3D printers are available to the public to create three-dimensional objects in plastic using a design that is uploaded from a computer file.

- I. 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 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. For example, the printers will not be used to mass reproduce material that is subject to copyright, patent or trademark protection.
- II. The Library reserves the right to refuse any 3D print request.

Procedures

The procedure for printing from the Library's 3D printers is as follows:

- I. Design creation:
 - a. The 3D printer can be used with basic knowledge of Computer Aided Design (CAD). Creating a new design requires knowledge of 3D modeling software products. Video tutorials that accompany CAD programs may be of assistance.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format.
 - c. The Library has 3D design and modeling software installed on its computers that may be used to create a design.
 - d. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
- II. Submitting a design for printing:
 - a. Persons wanting to use the 3D printer shall provide a .stl formatted file. File size should not exceed 250MB.
 - b. Staff will add the model to the printing queue. 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 the printer's software or other authorized software. The Library will review all files with the customer prior to printing.
 - d. Items may be picked up at the Library during regular hours. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request and when it may be ready for pickup.
- III. Pricing – Printed items are priced based upon finished weight. The current price is \$0.25/gram.
- IV. Please note that procedures governing the use of the Library's 3D printers are subject to change.