



3D Printer Policy	External Policy	Version 1.0
Last Review Date	June 21st, 2022	
Board Approval Date	Jun 21st, 2022	

Purpose

To define the eligibility, requirements and limitations for patron use of the Library's 3D Printers.

Policy

1. Submission
 - a. All builds must be scheduled in advance by email to illml@cwmar.org.
 - i. Please be sure to include how you would like to be contacted once print is finished.
 - b. All designs must be submitted in approved formats provided on the 3D Printer Fact Sheet.
 - c. All designs must be within the printer dimensions provided on the 3D Printer Fact Sheet.
 - d. Patron will be contacted once the print is ready for pick-up.
 - e. Prints must be picked up seven (7) days after being contacted.
 - f. Payment is due at time of pick-up.
2. Limitations
 - a. This service is available for all ages. A parent or guardian must submit and pick-up 3D prints for children under 12 years of age.
 - b. Color choices for designs are limited to the 3D printer. Please refer to the 3D Printer Fact Sheet or contact the Library for availability.
 - c. All designs will be printed using the materials referenced in the 3D Printer Fact Sheet.
 - d. All designs will be printed using the settings referenced in the 3D Printer Fact Sheet.
 - e. Patrons are allowed two prints per month.
3. Disclaimers
 - a. The Library retains the right to reject prints if they meet the following criteria:
 - i. Obscene or otherwise inappropriate for the Library environment;
 - ii. Illegal under local, state or federal law;
 - iii. Unsafe or dangerous.
 - b. The Library cannot guarantee model quality or stability of designs.
 - c. If your print is intricate and requires support, the Library will not be responsible for removing the supports.
 - d. If a print fails twice the patron will be contacted and the Library will go to the next print in the queue
 - iv. This will count against one of the patron's two prints per month allotment.
 - e. The Library makes no commitment to being able to produce print submissions within a specific timeframe.