

3D Printer Policy & Procedures

Approved, Library Trustees, May 14, 2024

Purpose

The Groton Public Library ("GPL" or "Library") strives to offer access to new and emerging technologies, such as 3D printing, to inspire an interest in design and help the community bring their creations to life. This policy establishes guidelines for patrons using the library's 3D printing service.

Printing 3D Models

Printing or supervising the printing of a patron's 3D model or item by GPL staff does not relieve a patron of the indemnification obligations discussed below and shall not expose the Groton Public Library to liability. Printing or supervising the printing of a patron's 3D model by Groton Public Library staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, the Library Use & Behavior Policy, intellectual property laws or other laws, or that the 3D model is safe or fit for patron's specific purpose (and in fact the Groton Public Library expressly disclaims any knowledge thereof).

Print Queue

Groton Public Library staff have the sole discretion to determine the order in which 3D models are printed. **Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time.** If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, the Groton Public Library cannot guarantee completion times.

Print Completion

Library staff will contact patrons when printing is complete, and patrons will have 30 days to pick up their item. If models are not picked up within that time, the Groton Public Library may dispose of them in any manner it deems appropriate. Since the GPL Endowment Trust generously funded the 3D printer and all its supplies, this service is provided free of charge.

Unsuccessful Prints

Because of inherent limitations with equipment, the Groton Public Library does not guarantee that any 3D model will print successfully. If a print fails due to library staff error or hardware failure, the library will attempt to reprint the object. The library may refuse to reprint the object after two unsuccessful attempts.

The requesting patron is responsible for designing and preparing their creation for printing in an STL file format. Digital designs are also available from various file-sharing databases, such as Thingiverse.com. Library staff is available for consultation or assistance only.

The requesting patron is responsible for all errors that occur during the printing process. The library may refuse to print 3D models that clearly contain errors or that are, as determined by library staff, beyond the capabilities of the library's equipment. Before submitting a file, it is recommended that the patron utilize software that checks for errors and helps repair them.

3D Printer Policy & Procedures

Approved, Library Trustees, May 14, 2024

GPL staff have sole discretion to make slight alterations, such as adding supports to patrons' designs, to attempt to make them printable, but the library does not guarantee that they will print successfully.

Limitations on Use

The Groton Public Library's 3D printing service is designed for rapid prototyping, patron enjoyment, and creativity. This service is not intended for production or manufacturing, and the library reserves the right to refuse any 3D print request.

The Groton Public Library's 3D printers may only be used legally in compliance with library policies. Patrons are not permitted to use the Library's 3D printers to produce materials that:

1. Violate local, state, or federal laws or regulations;
2. Look like, function as, or appear to function as weapons or parts thereof;
3. Appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others;
4. May be construed as obscene or otherwise inappropriate for the Library environment; or
5. Potentially violate the intellectual property rights of another.

Protection of Patron Intellectual Property

While the Groton Public Library encourages patrons to use its 3D printing services for innovation and invention, due to the public nature of its facilities, the Groton Public Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Models may be printed within view of the public, and the library may photograph and record the printing process and publish such photographs and recordings in any media now in existence or hereafter created, including, without limitation, print, social media, television, and the internet. Patrons using the library's 3D printing services must accept the risk that their intellectual property may be exposed to or copied by others. The Groton Public Library reserves the right to delete patrons' 3D model files once printing is complete. By submitting or requesting content or objects to be printed, the patron agrees to assume all responsibility for and shall hold the Groton Public Library harmless in all matters related to the printing of that item, as set forth below.

Additional Notes

1. If GPL Staff decide a build is too large or complex, we will recommend using a commercial service.
2. Only designated Library staff will have hands-on access to the 3D printer.
3. The 3D printer can only be used when library staff are available to operate it.
4. Responsibility for removing rafts and supports is up to the user.
5. Patrons may see slight imperfections in their prints. Small bumps or holes and rough edges at the base of an object may occur with 3D printing. These imperfections can often be minimized with fine sandpaper or other tools.
6. Policies and procedures governing the Library's 3D printer use are subject to change.

3D Printer Policy & Procedures

Approved, Library Trustees, May 14, 2024

Submit a Design

1. Persons wanting to use the 3D printer shall submit their file in STL format to our Circulation Librarian. The project will be reviewed before it is added to the print queue.
2. Turnaround time can vary depending on the complexity of the model and the number of jobs waiting to be printed.

Indemnification

By using the Library's 3D printing services, the User agrees to release from, indemnify, and hold harmless the Groton Public Library, its officers, employees, board members, agents, and representatives from and against any suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your 3D model, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

Disclaimer of Liability and Warranty

By using the Library's 3D printing services, the User agrees to assume the risk of and acknowledge that the Library disclaims all liability for any injuries (including death) resulting from the use of the 3D models created using the equipment owned by the library. You also agree that 3D models possess specific inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. The user further agrees to assume the risk of and acknowledges that the Library disclaims all liability for, damages, or claims for infringement of intellectual property rights arising from your use of the Library's 3D printing services; any such claims shall be the user's full responsibility. The library disclaims and excludes all express or implied warranties associated with 3D models produced and designed using its equipment.

THE GROTON PUBLIC LIBRARY DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH 3D MODELS PRODUCED AND DESIGNED USING ITS EQUIPMENT.

We thank the East Cleveland OH Public Library for its 3D printer policy, which served as the basis for ours.