

3D Printer Use Policy & Procedures, Groton Public Library

PURPOSE

The Groton Public Library desires to offer 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 printer.

POLICIES

- I. The Library's 3D printer is available to the public to make three-dimensional objects using a design that is uploaded from a digital computer file.
- II. The Library's 3D printer may be used only for lawful purposes. Users 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. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection. (If you are printing from files made by another person, be sure to read the terms of use when available.)
- III. The Library reserves the right to refuse any 3D print request.
- IV. If a build is too large or complex we suggest a commercial service.
- V. Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
- VI. The Library cannot guarantee model quality or stability, nor confidentiality of designs.
- VII. While Library Staff make every effort to oversee the use of the equipment in the printing of an object, the use of the printed object upon completion is not under the direction or control of the Library. The Groton Public Library is not responsible for any object created with use of the 3D printer, including any harm or injury incurred because of any usage of the 3D printer or the object which is printed.

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- VIII. Cost: 3D printing at the Library is currently free, thanks to the generosity of the GPL Endowment Trust.
- IX. Items printed from the Library's 3D printer that are not picked up within 30 days will become property of the Library.
- X. Only designated Library staff or volunteers will have hands-on access to the 3D printer.

PROCEDURES

- I. The procedure for printing from the Library's 3D printer is as follows:
 - a. It is the responsibility of the requesting patron to design their own creation and prepare it for printing in .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.
 - b. The requesting patron is responsible for all errors that occur during the printing process. It is recommended that before you submit your file, you utilize a software that checks for errors and helps to repair them.
 - c. Small bumps or holes and rough edges on the object may occur. These can be cleaned up with fine sand paper or other tools.
- II. Submitting a design for printing:
 - a. Persons wanting to use the 3D printer shall bring their file (in .stl format) to our Technology Librarian, at technology@gpl.org or 978-448-8000. The project will be reviewed before it is added to the print queue.
 - b. Turnaround time can vary depending on the complexity of the model and the number of jobs waiting to be printed. In general, we try to turn the jobs around within 5-7 business days. Requests will be printed in the order received.
 - c. If there is high demand, the Library reserves the right to limit the number of requests per person or entity.
 - d. Items may be picked up at the Reference Desk.
- III. Please note that procedures governing the use of the Library's 3D printer are subject to change.

Approved, Library Board of Trustees, May 16, 2017