



## 3D Printing Policy

### Purpose

To provide services and materials that enrich people's lives, the Mattituck-Laurel Library offers access to new and emerging technologies, such as 3D printers. It is the Library's hope to inspire a new interest in design as well as to assist the community in bringing their creations to life. This policy establishes the manner and under what circumstances the public may utilize the Library's 3D printers.

### Policy

A 3D printer is available to library patrons to print three dimensional physical objects and to create physical objects based on digital files and using Library-provided filament. The digital files may be designs a patron has created themselves, or designs a patron has obtained with permission to use. The Director or her designee reserves the right to make reasonable accommodations not otherwise stated in the spirit of assisting patrons explore this technology.

- The service is subject to availability. There is no guarantee of continual service.
- Library patrons will be charged for their print, prices are subject to the cost of filament, size and design of the print.
- The Library's Printer may only be used for lawful purposes. No one will be permitted to use the Library's 3D Printer to create materials that are:
  1. Prohibited by local, state or federal law.
  2. Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others.
  3. Obscene or otherwise inappropriate for the Library environment.
  4. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection.
  5. Anything that may violate the terms of use of the manufacturer.
  6. Anything that may be in conflict with any other Library policy or procedure.
- The Library reserves the right to refuse any 3D print request.
- Only trained Library staff will have hands-on access to the 3D Printer.
- Patrons must indicate what color filament they wish to print with. Filament availability may change without notice. In the event a patron's selection becomes unavailable, the Library will make a reasonable effort to notify the patron.

- The Library is not responsible for resizing your 3d model. The Library will print using your sizing of your model as specified in the file.
- The print time for a submitted print job must be 5 hours or less.
- All print jobs must be picked up within 10 days
  1. Any items not picked up will become property of the Library.
  2. A valid Suffolk County library card must be displayed in order for items to be picked up.
  3. Payment of the 3D print will be made after the object is printed, if 3D print is not picked up the print cost will be applied to their Library accounts.
- There will be a charge based upon the time it takes to print.
  1. Currently, the Library charges \$1.00 per hour of print time.
  2. This cost may change as the price of filament changes.

## Procedures

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

- Design creation:
  1. Digital designs also are available from various file-sharing databases such as Thingiverse.com, YOUmagine, MyMiniFactory, and ShapeWay
  2. 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. Software such as TINKERCAD, 123DDESIGN, SKETCHUP, and BLENDER
- Submitting a design for printing:
  1. Patrons desiring to use the 3D printer shall bring a USB drive containing their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Adult Reference Desk during regular operating hours. Alternatively, print requests may be submitted through the library's [Google form](#). Other accommodations may be made.
  2. The files will be readied for printing. All files will be previewed before printing. Any questions or changes that may need to be made will happen in this phase. It is difficult to estimate exact print times, but Library staff will provide their best estimate of the length of time and cost of a job upon request, and will communicate the estimate to the patron once the file has been accepted.
  3. Once the print job has completed, the patron will be notified by a Library staff member (either by phone or e-mail) and the items may be retrieved at the Circulation Desk.
  4. Please note
    - Procedures governing the use of the Library's 3D printers are subject to change at any time.

- There is NO guarantee of anonymity. Submitted files will be observed by library staff and, quite possibly, by patrons utilizing the Library when the file is being printed.
- The Library makes no guarantee for the timeliness of printing.
- Sometimes, a file will not yield a successful print. The Library assumes no responsibility for the outcome of a print job. The service is offered with the best of intentions but no guarantees.

Adopted 9/2022, Revised 11/13/2023

### 3D Printer Request Form

Name:

Phone Number:

Email:

Library Card Number:

File to be printed  
(submitted online or in  
person):

I have read and will adhere to the Mattituck-Laurel Library policy on 3D printing.

Signature

Date

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