



Adopted: 2018

Library 3-D Printing Policy

Safety

3D printing makes use of various plastics and other artificial materials which are melted prior to being applied to the print job. Users should be aware of possible risks with emissions, even as those risks aren't well understood. Every effort should be made to use the equipment in a well ventilated area, away from people. Covers and ventilation devices may be necessary to help mitigate risks and discomfort while printers are running.

Printing

Patrons may submit their designs to the library for printing on the library's 3D printer.

The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

- Prohibited by local, state, or federal law;
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others;
- Obscene or otherwise inappropriate for the Library environment;
- In violation of another's intellectual property rights.

The library reserves the right to refuse any 3D print request.

- Individual libraries determine the amount of printing allowed (e.g. 1/week, 2x per day)
- Individual libraries determine the colors of filament available.
- Individual libraries also determine the length of time to delivery of the object.
- Computer files must be in the .stl format.
- Items not picked up will become the property of the Library after two weeks.
- Patrons must clean their own rafts and supports.
- Files must be able to print in 5 hours or less.
- Patrons must have a Delaware library card in good standing to use this service.
- By supplying files, images, and other data to the Library, for the purpose of creating a 3D print, the patron declares that they hold the appropriate copyright or trademark permissions, or that the files and images are copyright free.
- The customer agrees to fully indemnify and hold the Library free of liability.
- Libraries reserve the right to charge a fee for cost recovery.



DELAWARE LIBRARIES
3D PRINTING REQUEST FORM

The 3D Printer is a device that prints 3-dimensional objects using corn-based PLA filament. It supports classroom assignments and personal creativity. To create objects for printing either use 3D modeling software available on the computers or the Internet or download files from thingiverse.com. Please create your object before submitting form.

Basic Information:

Name: _____

Library Card #: _____

Contact Information:

Email: _____

Phone: _____

Item Information:

Number of Parts: _____

File Name: _____

___ I have read the policies and agree to abide by them.

Bring this completed form and your file on disk/thumb drive to the library.
Files must be in in .STL format. You will receive an email when your item is ready for pick up.

Questions? Contact us at:

Library Name Here
Technology Center – 2nd Floor
Street Address
City, State, Zip
Phone
webaddress

For Staff Use Only:

Date Request Received: _____

Initials of staff: _____

Notes on Supports or Size: _____

Date Completed: _____

Patron Notified: _____



Matthew S. Meyer, County Executive

