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# BALDWIN BOROUGH PUBLIC LIBRARY 3D PRINTER USE POLICY

## PURPOSE

In keeping with our mission to provide access to emerging and other technologies that might be out-of-reach to our patrons, the Baldwin Borough Public Library (BBPL) is providing access to 3D printers.  This policy establishes how and under what circumstances the public may use BBPL's 3D printer.
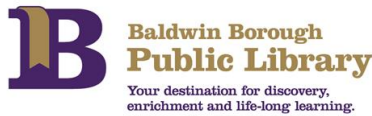
## POLICY

The public may send files to the library to create three-dimensional objects in plastic using our Ender 3 S1 3D printer.

1. The library's 3D printer is maintained and operated by staff.  At this time, the public is not permitted to operate the printer.
2. BBPL's 3D printer may only be used for lawful purposes.  The public will not be permitted to send files that are:
   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. Obscene or otherwise inappropriate for a library environment;
   d. 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.
3. The BBPL reserves the right to refuse any 3D print request with or without explanation.
4. Cost:  0.20 per g of filament. $5 flat fee for staff time (includes staff time to slice and orient the file using software, monitor print, remove supports, brims, etc. if applicable). For example, a standard calibration cube at 4g of filament would cost $5.80.  Payment can be taken via cash or card at time of pickup.
5. Printed items not picked up within 10 days will be disposed of.  Patrons may lose the ability to utilize 3D printer if they do not pick items up in a timely manner.
6. The BBPL is not liable for any malfunctions, misprints, or defects.

## PROCEDURES:

The procedures for printing from BBPL's 3D printer is as follows:

1. Files must be sent in .stl format.  No other file formats will be accepted.
2. Files must not be larger than 25MB, measure no more than 6x6x6 and not take more than 6-hours to print.
3. The BBPL will view all files in authorized software before printing.

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4.  The BBPL will determine which slicer software is used (usually Cura).
5.  Prints will be completed and ready for pickup within 2-weeks of approval.

*All policies and procedures are subject to change.*

## 3D PRINTER SUPPLEMENTAL WAIVER

## INFORMED CONSENT

In consideration of my use of the Baldwin Borough Public Library's ("BBPL") 3D printer ("Printer") print request program, I hereby voluntarily release, discharge, waive, and hold harmless on behalf of myself, my heirs, executors, administrators, and assigns, the BBPL and its employees, officers, and agents, from any loss, damage, or injury to persons or property arising from the Printer or 3D printed item ("Item"), whether arising through the BBPL's negligence or imposed by law. In no event shall the BBPL be liable to me for indirect, consequential or special damages, including without limitation lost use, revenue or profits.

I understand the BBPL does not provide supervision or instruction for the use of the Item. I accept all risk associated with the use of any Item.

I have read the above Waiver and Consent and agree to the terms voluntarily.