# 3D Printer Procedures/Agreement

**Brigham City Library**

Updated: 10 July 2018

## Overview

The Brigham City Library is pleased to offer public access to 3D printing. The 3D printer is available by appointment to patrons 12 years of age and older who have completed Library-approved training and received a 3D Printer Certified User Card from the Library.

## Limits and Availability

The 3D printer may only be used by patrons who have completed Library-approved 3D printer training, and signed the 3D printing agreement. Patrons age twelve (12) and up may become 3D Printer Certified User Card holders. Patrons under the age of eighteen (18) must have a parent sign, agreeing to the policy and granting their child permission to use the Library's 3D printer, before a card will be issued.

Patrons having completed this training will be given a 3D Printer Certified User Card which they must bring to the library with their government-issued photo ID (or school issued ID, for teen users) each time they want to use the 3D printer. The patron must keep the contact information on their 3D Printer Certified User Card up-to-date. Certified User Cards will be held at the desk while prints are in progress and may be picked-up at the end of the print when the patron picks-up the print job and returns the Library's SD card and USB adaptor kit. Lost Certified User Cards may be replaced for $2; the patron must show their ID when requesting a replacement card.

Patrons may schedule a print window once per week. Prints may not be scheduled more than four weeks into the future. More prints may be made during a week with drop-in availability, where patrons may print at the time they "drop-in", if no one is scheduled for the window of time their print job would require. Any patron more than fifteen (15) minutes late for their scheduled print time will be subject to drop-in availability. Patrons should schedule thirty (30) minutes more than Flashprint's estimated print time to allow for preheating, starting the job, and cooling. The 3D Printer Scheduling Sheet is a public document, and print jobs are done in the public area of the library.

Patrons using the Library's 3D printer agree to load their print onto one of the Library's SD cards for printing using a Library computer. The Library's SD cards may not be used in personal devices.

## Printer Use

To print, patrons must come to the Library's circulation desk with their ID and Certified User card to get a Library SD card, a USB adaptor, a code to use a Library computer, and a 3D Printing Information Sheet. 3D Printer Certified User Cards will be held at the circulation desk until the patron returns the SD card and USB adaptor when their print job is finished.

The patron may then prepare their 3D object for printing in Flashprint and copy their print job to the Library's SD card. Please keep a copy of your document in your preferred, personal digital storage. Files will be deleted periodically from the Library's SD cards and computers.

Patrons should be sure to name the G-code document on the Library's SD card the file name they were given on their 3D Printing Information Sheet, and fill in the estimated time and estimated material (right and left) that their print job will require. These will be Important in scheduling the print job and in making sure there is sufficient filament in the printer to complete the job.

The patron may then bring the 3D Printing Information Sheet, the SD card, and adaptor to the circulation desk. The cost of the print job will be tallied and the library staff confirm that there is sufficient filament remaining to complete the requested print job.

The patron must pay for the print job before starting the job on the printer. Once the patron starts the print job they are required to stay long enough to make sure their job is secure on the platform and printing normally. Patrons will be required to pay for any misprints. No refunds will be given, even if a patron stops his or her print job before the project is complete.

Print jobs must be picked up within 24-hours of the print's completion time. Prints will be left in the printer for the patron to remove unless another patron needs to use the printer. The Library is not responsible for any projects that may be broken or damaged as they are removed from the printer by patrons or staff, or for any lost or stolen items. Patrons are encouraged to schedule their prints when they will be available to remove their object from the printer as soon as it has cooled sufficiently.

After a print job is finished patrons need to remove the SD card from the 3D printer, and return it and the USB adaptor to the circulation desk. When they return these to the circulation desk they should also pick-up their 3D Printing Certified User Card.

Print jobs not picked up by the patron within 24-hours of the print may be discarded and will not be refunded.

Print jobs are allowed to continue printing after closing, only if the print job was started thirty (30) minutes prior to closing or earlier.

**Policy, Restrictions, and Fines**

The Library's 3D printer may only be used for lawful purposes. Patrons are not 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 as any use that may violate the terms of use of the manufacturer of the Library's 3D printer).
   c.  Obscene or otherwise inappropriate for the Library environment.
   d.  In violation of another's intellectual property rights, such as the reproduction of material that is subject to copyright, patent, or trademark protection.

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

The Library is not liable for any malfunctions or misprints.

Patrons who lose or damage the SD card or USB adaptor loaned to them will be charged and/or fined the replacement price for the damaged item.

Misuse of the 3D printer or its accessories may result in loss of 3D printing privileges.

**Disclaimer**

The Library is not responsible for lost or stolen information left at the library or on or in the Library's computers or printers. Nor is it responsible for any damage to or loss of printed items. Patrons are encouraged to save a copy of their prints on their personal storage device or in their cloud storage, and to pick-up their printed objects promptly.

The Brigham City Library is not responsible for burns, cuts, or other injuries resulting from the patron's use of the 3D Printer.