

# Antioch Public Library District 3D Printer Policy

The Antioch Public Library District is making a 3D printer available for use to the public in order to support the educational needs of our community. This printer is available to everyone, of all ages, to print three-dimensional objects with plastic using a design that you created or found on the internet.

The Library's 3D printers may only be used for lawful purposes. They may not be used to create weapons or materials that:

- Are prohibited by Federal, State, or Local Law,
- Are unsafe, harmful, dangerous, or which pose an immediate threat to the well-being of others,
- Are inappropriate for the library environment,
- Violate another person's property rights. For example, the printers will not be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection

The Library Staff will review every object before it is printed, and the library reserves the right to refuse any 3D print request. The nature of 3D printing does not allow complete patron privacy but the library will not share information about a patron's legal activities with third parties.

- Files must be saved in the .STL format in order for our machine to print them
- Files can be no larger than:
- 9" wide x 5.9" deep x 5.5" high / 230mm wide x 150mm deep x 140mm high
- Files must be submitted via email, SD card, or USB drive. We are not responsible for any loss of information, loss of the drive/card, or damage incurred if you leave your personal SD card or USB drive in the library's possession.
- The printer will only print objects in a single color. The library reserves the right to change the color chosen by the patron if needed, but will try our best to accommodate their choice.
- Projects will need to have a printing time of 4 hours or less.
- Cost per project is based on the number of meters of filament used on the print job and the current market price of the filament.

3D printing will be available on a first come, first served basis and will be coordinated by the Antioch District Library Staff. Priority printing will be given to library programs and events. The library is not responsible for failed 3D prints, but our staff will make every effort to assist in completing successful 3D prints. Library staff will contact the individual who submitted the project when their job is completed successfully and ready for pickup; the library will not guarantee that a print job will be available on a specific day.

The Antioch District Library will not be liable for functional failure, injuries, or property damage caused by objects or materials made through the use of 3D printers. The library strongly recommends that 3D printed objects are not used to make things that could prove harmful, or that would result in significant cost to the user if they fail. Our 3D printer uses a PLA filament which is very sturdy and biodegradable. Please do not leave your printed objects in places that could get above 90°F as your print could melt or warp.

Please note that our policies and procedures for the use of our 3D printer may be changed at any time and without notice.

**I have read and understand the above policy:** \_\_\_\_\_

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**Library Staff Use Only:**

Meters of filament needed for 3D print: \_\_\_\_\_ x \$0.20 = \$ \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

# APLD 3D Print Request Form

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** (optional) \_\_\_\_\_

## How are you submitting your project?:

SD Card       USB Drive       Website

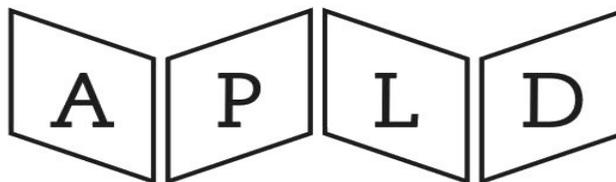
## What color filament would you like your project printed with?:

(Select 1 color)

Deep Black       Cotton White       Racecar Red  
 Electric Orange       Purple Orchid       Dremel Blue  
 Grass Green       Silver Spoon       Gold Medal  
 Natural White Translucent       Passionate Pink

**Notes:**

**Please flip the form over and read the Antioch Public Library District 3D Printer Policy and sign it at the bottom to show agreement to the policy.**



ANTIOCH PUBLIC LIBRARY DISTRICT  
[www.apld.info](http://www.apld.info)