



Piscataway Public Library - 3D Printer and Printing Services Use Guidelines

Purpose

Make It Yourself (MiY) makerspace, as part of the Piscataway Public Library, gives residents of all ages access to tools, techniques and hands-on learning experiences that will spark their imaginations and enrich their lives.

These guidelines establish how, and under which circumstances, the public may utilize the Library's 3D printers. Use of 3D printers, including our 3D print on-demand service, is mediated by staff and available to all on a first-come, first-served basis.

Guidelines

I. The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

II. In accordance with Piscataway Library's Rules of Conduct, the following materials may not be created using Library's 3D printers:

1. Those prohibited by local, state or federal law
2. Unsafe, harmful, dangerous, or posing an immediate threat to the well-being of others (including violations of the terms of use of the manufacturer)
3. Items that can be viewed as threatening, offensive, or inappropriate for the Library and MiY environment, at the discretion of the Library
4. In violation of another's intellectual property rights. Printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
5. Objects that are too large to the printer's build plate

III. The Library reserves the right to refuse or cancel any 3D print request. An appeal to this decision may be submitted in writing to the Library Director.

IV. 3D printing will be provided to the public on a first-come, first-serve basis. However, priority print queue status will be reserved for Piscataway Library residents.

V. The Library shall be held harmless and assume no responsibility for all matters related to copyrighted, patented, or trademarked materials.

VI. The Library will charge \$0.10 per gram of filament used to produce a 3D print.

VII. The Library offers 3D printing service in two ways. All use of the 3D printers is monitored by staff or authorized MiY volunteers.

1. The public can use and operate the Library's 3D printers during scheduled open hours and by appointment.
2. Files of a printable 3D model can be emailed to a staff member of the Library's Technology Department.

VIII. The Library is not liable for malfunctions or misprints. The Library will only charge for completed models.

IX. Patrons utilizing our 3D printing services acknowledge that these services are offered in public places.

X. Use of Library 3D printers, and 3D printing services, must comply with all other library policies.

Procedures

1. Patrons can bring a 3D printable model to Kennedy Library during any MiY Open Hours session or by appointment. Patrons may also email files to the Library's Technology Department so that the print can be made available for pick-up.
2. Models should be brought to the makerspace, or submitted via email, in .STL or .OBJ format.
3. Library staff reviews all 3D models to confirm that all requests follow the Library's 3D printing guidelines and Rules of Conduct, to assess printing viability, and to perform file preparation for printing.
4. Patrons will be provided with a quote for their 3D print which will include an estimated print time. Patrons must approve the quote verbally, or via email, before their print job will be run.
5. Print jobs will be released to patrons upon their completion and receipt of payment. Print jobs can be picked up in-person in the makerspace during open hours or, when utilizing the 3D print on-demand service, at the Kennedy Library Information Desk.
6. Some 3D print jobs can take a significant amount of time to print. The Library's Technology Department staff will make every effort to discuss printing options for large 3D print jobs with patrons, and provide a reasonable timeframe to estimate completion of the print job.