



Rockville Public Library 3D Printer Acceptable Use Policy

Purpose

The Library recognizes that learning about new and emerging technologies aligns with the mission of libraries as places for lifelong learning. The MakerBot Replicator is available for members of the community who want to explore this innovative technology.

Policy

This policy establishes conditions and circumstances under which the public may use the 3D printer to make three-dimensional objects in plastic using a design uploaded from a digital computer file.

1. The Library's 3D printer may be used only for lawful purposes. The public will not be 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 use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the 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.
2. The Library reserves the right to refuse any 3D print request.
3. Patrons wishing to use the 3D printer are required to pay a fee based on the weight in grams of the finished object. The fee is \$.25 per gram rounded up to the nearest gram. Payment for projects must be received before the item is printed.
4. Only designated Library staff and trained volunteers will operate the 3D printer.
5. Priority on the use of the 3D printer will be given to Vernon residents. All Vernon residents with a current Rockville Library card who are age 13 or older may request access to the 3D printer. Patrons under the age of 13 may access the printer with a parent or guardian.
6. Items printed from the Library's 3D printer that are not picked up within 7 days after notification will become property of the Library.
7. Access to the 3D printer may be revoked at any time by the Library staff with notification to the Library Director.

Procedure

The procedure for requesting a print from the Library's 3D printer is as follows:

1. Design creation:

- a. Digital designs are available from various file-sharing databases such as Thingiverse.com. Patrons can use design programs to create their project as well. Files can be downloaded brought to the Library on a flash drive or downloaded from Thingiverse.com.
- b. The Library's 3D printer can print files saved as .stl, .obj, or .thing. Currently, the Library does not have the resources to support the creation of unique designs on site.

2. Printing a design:

- a. Patrons wishing to use the 3D printer will schedule an appointment by calling the Main Desk at 860-875-5892 during hours of library operation.
- b. Use of the 3D printer and the number of appointments per day will be based on staff/volunteer and 3D printer availability.
- c. The Library reserves the right to review all project requests in any authorized software before printing and projects need to adhere to the Library's 3D printer policy.
- d. Files must not be larger than 25MB, must be completed within 6 hours, and must be printed during normal Library operating hours.
- e. Items must be picked up by the individual who printed them.
- f. Supervision of the use of the 3D printer by Library staff or volunteers does not constitute knowledge, or acknowledgement of, any unapparent final use of the 3D product. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of the usage of the equipment.

3. Please note that procedures governing the use of the Library's 3D printer are subject to change.

By signing this Policy, I indicate that I understand the terms and conditions of this Policy and agree to abide by it.

Printed Name

Signature

Date _____

Parent or Legal Guardian's Printed Name (if under 18)

Signature

Date _____