1.10 3D Printer Policy

Purpose:

In keeping with our efforts to offer opportunities for learning and discovery that enrich people's lives and inspire creation and creativity, the North Branford Library Department is pleased to offer access to new and emerging technologies. Encouraging exploration through a variety of experiences and to help the community bring its creations to life, the library maintains and furnishes two 3D printers for use by library patrons, one at the Atwater Memorial Library and one at the Edward Smith Library. This policy establishes guidelines for the public to utilize these printers.

Policy:

The library's 3D printers are available to the public for educational purposes to create three-dimensional objects, using a design that is uploaded from a digital file. The digital files may be designs a patron has created themselves, or designs a patron has obtained with permission to use.

The library's 3D printer may not be used to make any material that is:

- o Prohibited by local, state or federal law.
- o Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others, this includes weapons of any kind.
- o Obscene or otherwise inappropriate for the library environment.
- o In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

Procedures:

Patrons may only use the printers alongside designated library staff. Files may not be dropped off to be printed.

- Reservation rules

1. Patrons should make a reservation to use the 3D printer through the library's event calendar (northbranford.librarycalendar.com). Patrons unfamiliar with how to use a 3D printer will need to schedule a training session with a library staff member. The user must demonstrate knowledge or prior experience with this type of equipment, or arrange for training with a library staff member.
2. The 3D printer may be requested up to three months in advance of the use date.
3. Individuals may not, in advance, excessively reserve the 3D printer. The library shall limit a patron to three bookings in place at one time.

4. The library will not print any 3D models that are estimated to take longer than six hours to complete.

- Design creation

    1. Digital designs are available from various 3D printing file-sharing databases such as Thingiverse.com.
    2. Any 3D drafting software, such as tinkercad.com and blender.org may be used to create a design, as long as the file can be saved in .3mf, .stl, .obj, .stp, or .amf file format.

- Submitting a design for printing

    1. After making a reservation to use the 3D printer, patrons shall bring a USB drive containing their file to the library during regular operating hours. The library's Bambu Lab X1E 3D model file format is .3mf, but it can also import other file types, including .stl, .obj, .stp and .amf.
    2. All files will be previewed before printing. Any changes that need to be made to the design will be discussed with the patron before printing.
    3. There is no charge for printing at this time. However, there may be a charge for printing more complex objects that take longer than two hours.
    4. Library staff reserves the right to deny usage based on availability or failure to meet the terms and conditions set forth by the library.
    5. Once the print job has completed, the patron will be notified by a library staff member and the items may be retrieved at the Circulation Desk. Items not picked up within 7 days will become property of the library. Items must be picked up by the individual who printed them.

Approved by the Library Board December 11, 2024