Hastings Public Library
3D Printer Policy

Purpose

The Hastings Public Library (HPL or the "Library") uses 3D printing to support STEAM activities and to encourage education on emerging technologies. This policy outlines usage guidelines for staff and patrons.

If multiple printers are available with different capabilities, the below guidelines are applied based on each printer's specific abilities and options.

Usage Guidelines

1. HPL use of the printer(s) takes priority.
2. Only Library staff will operate the 3D printer. Supervised use by the public may be allowed during educational programs or other Library events.
3. The Library's 3D printers and scanners may be used only for lawful purposes. No one will be permitted to use the Library's 3D printer to create material that is:
   a. Prohibited by federal or local law.
   b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
      i. This includes, but is not limited to, weapons such as knives, swords, and firearms or firearm components.
   c. Obscene or otherwise inappropriate for the Library environment, including but not limited to inclusion of profanity, suggested profanity, or otherwise inappropriate text or imagery.
   d. In violation of another's intellectual property rights, including materials that are subject to copyright, patent or trademark protection.
4. The Hastings Public Library reserves the right to refuse any 3D print request.
5. By submitting digital files for printing, the patron agrees to assume all responsibility for, and shall hold the Library, it's staff, the Board of Trustees, and the City of Hastings harmless in, all matters related to patented, trademarked or copyrighted materials.
6. HPL assumes no responsibility for, and makes no claims regarding the ability of any 3D printed item to be substituted for commercially available materials and parts or to be used in any way other than as a novelty item. It is the patron's responsibility to determine whether a 3D printed item can be used for any specific purpose.
7. In accepting 3D printed items from HPL, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, any incident where use of a 3D printed item led to any harm or damage to persons or property.
8. HPL will not retain patrons' 3D files and will delete them upon successful print completion unless authorized by the patron to keep them.

Request Guidelines

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See HPL's website or contact the Library for current detailed printing requirements and specifications based on available printers.

1. Patrons age 10 and older may request 3D objects be printed by the library.
   a. Requests can be made via a web form (if available) or in person at the library on a paper form.
2. Patrons may submit up to three (3) requests per week.
   a. Additional requests will be considered by Library staff based on need and availability of time and materials.
3. Patrons must provide a digital 3D file matching the format requirements of HPL's printer(s).
   a. HPL staff will not convert files to required formats.
   b. Unless part of a designated HPL educational program, HPL staff will not instruct patrons on the use of any 3D software beyond helping them understand which software might be recommended or most compatible with the available printers and helping them access said software via the patron's or an HPL public PC.
4. Each submitted file must be for a single plate, but that plate can contain multiple objects.
   a. HPL will not print multiple plates from a single file.
5. Prints cannot exceed the dimensions available on the printer(s).
6. Prints cannot exceed the maximum number of filament colors on the printer(s).
   a. HPL will not change filaments during a single print.
   b. Patrons may request specific colors be used. If they are unavailable, staff will contact the patron to determine substitutes.
7. Total print time for each project should not exceed 5 hours. Longer prints can be authorized at the discretion of the Library Director or a designated representative.
8. HPL will only print with filaments purchased by the Library. Patrons cannot provide their own materials.
   a. Patrons can request specific filament colors and types be purchased. All purchases are at the discretion of the Library.
9. HPL staff will review all submitted files to ensure prints can be accomplished and meet policy guidelines. HPL reserves the right to refuse any print request deemed to violate policy.
   a. Patrons will be contacted to correct errors in print files when needed.
10. HPL will make every attempt to print requests within 7 business days but cannot guarantee timing depending on the number of requests already in the queue, availability of materials, staff availability, and Library needs.

Costs
1. All 3D prints will be charged a fee per gram of filament used in the print.

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    a. Filament used includes the filament in the final product and any filament used due to changes in color during the print.

    b. See HPL's website or contact the Library for current costs as they may change.

    c. This cost helps support maintenance and purchase of additional filament and replacement parts.

2. Items printed from HPL 3D printers that are not paid for and picked up within 14 days of completion will become the property of the Library.

3. HPL cannot guarantee the quality of any design or print job.

    a. If quality issues are determined to be caused by HPL's printer(s), HPL may offer to reprint the job at no additional cost or waive the original cost.

    b. Poor quality prints caused by file or design errors must still be paid for. Failure to do so will block the patron from future prints until payment is received.