



Weston Public Library

3D Printer Policy

Introduction

The Weston Public Library aims to provide the community with new technologies to encourage experimentation, creation, and education. The Weston Public Library has acquired a Da Vinci Mini W+ printer and a Printbot Simple Metal (purchased by the Weston Public Library Board of Trustees) in order to meet the growing interest in 3D printing in the Weston community.

Both printers are currently maintained by Library staff and through the generosity of volunteers.

Policy

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is 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 that might pose a 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 printers 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. 3D printing at the Library is currently free of charge. It is anticipated that a fee will be charged in the future to cover printing costs.
4. Only designated Library staff, volunteers, and certified library patrons will have hands-on access to the 3D printer. To become certified, library patrons must complete a 3D printer introduction. (See 2.b. below)
5. Priority on the use of the 3D printer will be given to Weston residents. All Weston residents with a current Library card in good standing who are age 13 or older may request access to the 3D printer. Patrons aged 12 and under may use the 3D printer if supervised by an adult at all times.
6. Access to the 3D printer may be revoked at any time by the Library Director.

Procedure

The procedure for printing 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. Files can be downloaded at the Library or brought to the Library on a flash drive.
 - b. Patrons may also bring to the Library their own designs. The Library's 3D printer can print files saved as .stl. Currently, the Library does not have the resources to support the creation of unique designs.
 - c. Library staff will be happy to assist certified users of the 3D printer as time permits. The Library staff has limited availability to provide this assistance on demand.
2. Printing a design:
 - a. Patrons wishing to use the 3D printer will schedule an appointment by emailing westonlibrary@westonct.gov or by contacting the current Library Technology Assistant.
 - b. If the patron is printing an object for the first time at the Weston Public Library, a staff member or volunteer will train the patron in the use of the 3D printer and appointments will be based on staff/volunteer and 3D printer availability.

- c. Printed objects must be smaller than 6"x6"x6".
- d. Files must not be larger than 25MB, must take less than 5 hours to print, and must be completed during normal Library operating hours. Patron must remain with the printer while it completes his/her object.
- e. Patrons may see slight imperfections in their prints. Small bumps or holes and rough edges at the base of an object may occur with 3D printing. These imperfections can often be minimized with fine sand paper or other tools.
- f. Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement of, any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

3D Printer Agreement

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment. I will be responsible for the care and condition of the 3D printer and agree to pay the replacement cost of any components that are damaged due to misuse or neglect while I am scheduled to use the printer.

Neither the Library nor the Town of Weston is 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.

Printed Name

Signature

Date

Phone Number

E-mail address

Parent or Legal Guardian's Signature (if under 18)

Printed Name

Date

Signature

E-mail address

The Library reserves the right to change this policy at any time.

Initial below if you give permission to the Weston Public Library staff to take photographs of your child (if applicable) in the Makerspace or while doing Makerspace related activities for the Library marketing and social media purposes. (Such permission can be rescinded at any time by contacting a Weston Public Library staff member).