



Upper Dublin Public Library 3D Printer Use Policy

Connecting people and ideas to educate, inspire and strengthen the Upper Dublin community.
UDPL—We're About You!

PURPOSE

The Upper Dublin Public Library (UDPL) is excited to offer the community access to new and emerging technologies, such as 3D printers, for the purposes of exploration and experimentation, to inspire interest in design and to help the community bring their creations to life. 3D printing, also known as additive manufacturing, is the process of building physical, three-dimensional objects in polylactic acid (PLA) plastic from digital models. Layers of material (filament) are laid down in thin layers to create physical objects. This policy is designed to establish policy and procedures for the community's use of the UDPL's 3D printers in an equitable, safe and lawful manner.

POLICY AND PROCEDURES

- I. **Access:** Only designated UDPL staff and volunteers will have hands-on access to the 3D printers.

- II. **Lawful Use: The 3D printers may be used only for lawful purposes.**
Users are not permitted to print objects that are:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous, or pose a threat to the well-being of others. This includes, but is not limited to, explosives, guns, gun parts, and other weapons.
 - c. Any use which violates the terms of use by the manufacturer.
 - d. Any use which may be considered salacious, lewd, obscene, or otherwise inappropriate for the library environment.
 - e. Any use which is in violation of another's intellectual property rights. The printers may not be used to reproduce material that is subject to copyright, patent, or trademark protection.

- III. **Cost:** The cost will be \$10/item, (paid at the time the 3D Printing Request Form is submitted). Creations weighing over 50 grams will be charged an additional fee of \$.25/g to be paid at pick up. The printing cost may be paid by cash or check made out to Upper Dublin Public Library.

- IV. **Refunds/ Limitations of Liability:** Refunds will only be given if the printer malfunctions. The user is responsible for all errors that occur during printing involving the stereolithographic (.STL) file and design of the model. The UDPL, its staff and volunteers, are not responsible for any damage, loss or security of data arising from the use of the UDPL computers or network, nor the functionality or quality of content produced on the 3D printer.
- V. **Hold Period:** Items printed from the 3D printers will be held for two weeks. Items that are not picked up after two weeks, become the property of the UDPL and may be disposed at that time. Items may only be picked up by the person that printed them.
- VI. **Time to Complete:** Jobs that require more than eight (8) hours to complete cannot be printed at this time.
- VII. **UDPL Decision to Refuse Requests:** The UDPL reserves the right to refuse any 3D print request.

SUBJECT TO CHANGE

Please note that this policy and the procedures governing the use of the UDPL's 3D printers are subject to change.

Adopted by the Library Board 6/17/2015