



# MAMAKATING

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## LIBRARY

### 3D Printing Policy

#### Purpose

Mamakating Library strives to offer community access to established and emerging technologies to inspire creativity and learning and to facilitate communication. This policy establishes guidelines for the public use of the Ulti-Maker 2Go 3D printer, on loan from the Sullivan County Public Library Alliance.

#### Policy

A 3D printer is available during selected weeks of the year for library users to make three-dimensional objects using a design that is uploaded from a digital computer file.

1. The 3D printer may be used only for lawful purposes. Library users may not create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment, as determined by the library director.
- In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
- Regulated or requires a license to use or carry.

2. The Library reserves the right to deny a 3D print request.

3. The Library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.

4. Only designated Library staff will have hands-on access to the 3D printer.

5. Charges for printing will be at a rate of \$5/hour of required print time.

6. Prints requiring more than three hours will be accepted by special arrangement if time allows.

#### Guidelines

1. Library users are allowed one print job per week, but this may be adjusted by the library if demand dictates.
2. Completion times cannot be predicted nor guaranteed, but most jobs can be picked up the following day at the Circulation Desk. Staff will notify the patron when the job is complete.
3. Items must be picked up by the individual who submitted the request, unless a proxy note is on file.

## **Procedure**

### Design Creation:

1. Any 3D drafting software may be used to create a design. Acceptable file formats are: .stl, obj, .dae, .amf

### Submitting a Design:

1. Bring file (no larger than 25MB) to the Circulation Desk during open hours. The file must be submitted on an SD card and submitted with a completed *Request to Print* form, available at the desk. The same procedure applies to those participating in a 3D printing classes at the library.
2. Items will be printed in the order in which they are submitted, with priority given to those who have not yet printed in the current week.

### Claiming a Completed Item:

1. The library user will be notified when their completed item is ready to be picked up.
2. Items not picked up within 7 days will become property of the library.

Approved by Mamakating Board of Trustees on July 13, 2016  
Amended March 2024