

3D Printer Policies and Procedures

The Marshall County Public Library System (MCPLS) maintains and furnishes a 3D Printer for use by library patrons (individuals with a MCPLS card in good standing). The 3D printer is a resource available for educational and personal use, and is not to be used for commercial purposes or to manufacture or copy materials or goods to be sold to the public at large. Use of the 3D printer shall be subject to these policies and procedures, as well as the Library's Internet/Computer Use Policy governing computer and computer access, and any and all other policies and procedures of the Library.

Purpose

The Library strives to offer community access to new and emerging technologies, such as 3D printing, to inspire a new interest in creation and collaboration at your library. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer as well as check a printer out for out-of-house use.

Policy

Our services are primarily geared toward rapid prototyping and is not equipped to fulfill manufacturing requests.

Procedures

Fees

For **in-house prints** there is a \$1 set up fee per print. 3D printer filament will cost patrons 20 cents for every 0.01 pound of filament used. The price of your print depends on the weight of filament used.

Charges must be paid at the time of pick up.

The Marshall County Public Library System is not responsible for 3D prints that are unsuccessful on our devices and will not refund the cost for filament. However, the library staff will do our best to help in completing each 3D printing job successfully.

Patrons are expected to pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron.

For **out-of-house** prints, price of filament will be charged at the rate of 10 cents for every 0.01 pound used. There will be no fee for checking out the 3D printer itself.

Scheduling an In-House Print

Patrons must schedule print time with library staff.

Access to equipment is typically performed on a first-come, first serve basis. However, first priority is given to library programs or activities. Second priority is given to academic purposes.

If there is high demand, the Library may schedule only one print per day per person or entity.

MCPLS will not guarantee prints will be completed by any given date or time.

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It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.

No printing will be scheduled one-hour prior to closing.

Patrons must receive special approval and scheduling from staff for print jobs projected to take longer than the Library's open hours.

Printing and Submitting an In-House Print

3D designs may be found online or are to be created by the patron.

It is the patron's responsibility to provide a model to be printed in .stl file (no larger than 25MB) format to the Library. The model must be submitted as a .stl file. Patrons may submit only one file at a time for printing. Single .stl files containing more than one object may be permitted.

Patrons are not required to stay for the duration of a print job if it is expected to take an hour or longer. Patrons are responsible, however, for coming to the Library to retrieve and pay for their objects once completed. Items must be picked up by the individual who submitted them or their designee, using valid ID. Items not picked up within 10 days become the property of the Marshall County Public Library System.

Checkout for Out-of-House Printing

When checking out a 3D printer, the material included will be the 3D printer itself, an SD card, and the patron's choice of 2 filament colors. All of these items must be returned to the Library.

Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are cleaned and returned to circulation.

When the printer and filament(s) are returned, the weight of the filament(s) will be recorded and compared to the checkout weight. At this time, the patron will need to pay for the difference in weight per 0.01 pounds.

Rules for In-House Printing

The Library's maker technology may only be used for lawful purposes. No one is permitted to 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.
- In violation of another's intellectual property rights. For example, you cannot reproduce material subject to copyright, patent, or trademark protection.

A Library staff member shall review each object file before it is cleared for 3D printing, and the Library retains the right to refuse or deny any 3D printing request.

Only designated library staff may have hands-on access to the 3D printer.

The Library cannot guarantee item quality or stability, nor confidentiality of designs.

While MCPLS encourages patrons to use its 3D printing services for innovation and invention, due to the public nature of its facilities, the MCPLS cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Models may be printed within view of the public, and the Library may photograph and/or record the printing process and publish such photographs and/or recordings in any type of media now in existence or hereafter created, including, without limitation, print, social media, television, and the Internet. Patrons using the Library's 3D printing services must accept the risk that their intellectual property may be exposed to or copied by others.

Any finishing steps (e.g. removing rafts/supports, sanding, removing paper backing, etc.) is the responsibility of the patron.

Library staff are not responsible for design flaws or ill-fitting building parts, and will not modify submissions.

The Library assumes no responsibility for failed print jobs.

Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgment, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

Copyright Information

MCPLS DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH 3D MODELS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

By submitting or requesting content or objects to be printed, the patron agrees to assume all responsibility for, and shall hold the Marshall County Public Library System harmless in, all matters related to the printing of that item, as set forth below.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

MCPLS reserves the right to refuse to accept a copying order/scanning services if, in its judgment, fulfillment of the order would involve violation of copyright or other intellectual property laws.

When submitting a file for print, you acknowledge, represent, and warrant as follows:

- You have read, understand, and will comply with the notice posted above.
- You grant permission to MCPLS and its agents to reproduce the photocopy or other reproduction and return them to you, and you have the legal right and authority to grant this permission.
- You will use the photocopy or other reproduction only for private study, scholarship, or research.

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- You will not use them for any commercial purpose or allow any third party to do so.

By using the Library’s 3D printing services, you agree to release from, indemnify, and hold harmless MCPLS, its officers, employees, board members, and representatives from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney’s fees), settlements, and judgments arising out of or relating to your 3D model, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent. You agree to assume the risk of, and acknowledge that the MCPLS disclaims all liability for any and all injuries (including death) resulting from use of 3D models created using equipment owned by MCPLS.

You agree that 3D models possess certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that MCPLS disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the MCPLS’ 3D printing services.

The Marshall County Public Library System reserves the right to delete patrons’ 3D model files once printing is complete.

Disclaimer

While MCPLS makes every effort to oversee the use of the equipment, such usage is not under the direction or control of the MCPLS. The Library makes no warranties as to the quality, stability, or fitness of any object created with the use of the 3D printer, and is not responsible for any object created with the use of said equipment, including any harm or injury incurred as a result of any usage of said equipment.