



3D Printing Policy

Purpose:

The Library offers 3D printing to give patrons educational opportunities and the ability to print objects for practical and artistic purposes.

Rules:

1. The 3D Printer may be used only for lawful purposes. Library users may not create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. 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.
 - e. Regulated or requires a license to use or carry.
2. The Library reserves the right to refuse any print request.
3. The person submitting the print request must have a valid MCLS library card.
4. The Library is not liable for any injury or harm caused by any printed items, and does not guarantee the functionality or quality of content produced on the 3D printer.
5. Patrons will not have direct access to the printer; only designated Library staff will operate the machine.
6. Print designs and requests may only be submitted online through the Library's website. Staff will review the design and if design is eligible for printing, will notify the patron about cost.
7. All jobs costing over \$20 require a 50% deposit paid before printing commences.
8. If provided designs are unprintable due to design errors or other complications, we will cancel the print request and notify the patron.
9. Printed items must be paid for and picked up within two weeks upon print completion or they will be discarded.
10. Patrons may request only one print every two weeks, and no more than one request will be considered at a time. Queueing of multiple items is not allowed, and repeated requests will be deleted.

Specifications:

1. Prints must be smaller than 238mm (about 9.37in) in length, width and height.
2. The printer can use up to four colored filaments per object. Patrons can request one to four colors for their print but will be limited by what colors the Library has available at the time of request.
3. Prints must be submitted via the form on the Gates Public Library website.
4. File size of models may not exceed 250mb.

Cost:

1. The Library charges 10 cents/gram for prints using Basic PLA filament.
2. Patrons will need to pay the charge in-person before they are given their printed object.

Approved by Library Board: May 28, 2025

STAFF USE ONLY:

3D Print Information Patron Name: _____ Email: _____ Phone: _____ Pickup Date: _____ Price: \$ _____	3D Print Information Patron Name: _____ Email: _____ Phone: _____ Pickup Date: _____ Price: \$ _____
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