3D Printer Policy

Purpose

In keeping with our motto of Knowledge, Connection, and Community, the library is now offering patrons a 3D printing service that otherwise might not be accessible or cost-effective for a typical patron. 3D printing is a rapidly expanding field, and is expected to be a highly disruptive movement. It is our hope that, like knowledge in a book can expand one's horizons, providing this technology might unlock new possibilities for our patrons and improve information literacy in our community. We believe that all Natchitoches Parish residents should have access to emerging technologies regardless of their age, race, circumstances, background, socioeconomic status, education, or religion.

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.

I. The Library's 3D printing service is only available to Natchitoches Parish Library patrons in good standing.

II. The Library's 3D printer shall be used for lawful purposes only. Patrons shall 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 poses an immediate 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 (e.g. materials that are subject to copyright, patent, or trademark protection).

III. The Library reserves the right to refuse or delay any 3D print request.

IV. Cost: $.07 per gram of filament used in the printing process, with an additional $2.00 setup fee per print job. Prices are subject to change at any time.

V. Payment for 3D prints shall be made before receiving a completed print. 3D prints will only be released to the individual who printed the item, or an authorized user listed on their library account. 3D prints which are not picked up within 30 days of print completion will become property of the Natchitoches Parish Library. Quoted fees will remain on the patron's account.

Approved by the Natchitoches Parish Library Board of Control, October 9, 2017

Procedure

I. Create a file:
   a. Download an object file from sites such as Thingiverse or create designs using free modeling software such as SketchUp.
   b. Files shall be saved and submitted in .stl (Stereo Lithography) format.
   c. The library will print your file **AS IS.** If you need assistance optimizing or troubleshooting, please ask for help before submitting your print request.

II. Submit a print request:
   a. Complete the online **3D PRINTER SUBMISSION FORM.**
   b. If there is high demand, the library will schedule only one print per day per person or entity.
   c. Objects will be printed **AS IS.** If your print requires rafts or support structures, you will be responsible for removing these.

III. Collect your print:
   a. You will be notified by library staff when your print job is complete.
      i. "Complete" does not always mean successful. Except in cases of machine malfunction, 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.
   b. Payment for 3D prints must be made before receiving your completed print.
   c. 3D prints will only be released to the individual who printed the item, or an authorized user listed on their library account.
   d. 3D prints which are not picked up within 30 days of print completion will become property of the Natchitoches Parish Library. Quoted fees will remain on the patron's account.

IV. Procedures governing the Library's 3D printer are subject to change at any time.