

Mancos Public Library 3D Printer Policy

Purpose

It is Mancos Public Library's goal to provide our patrons with access to technologies that inspire and open up possibilities for creation and collaboration. This policy establishes the procedures and practices for public use of the Library's 3D printer.

Policy

Mancos Public Library's 3D printer and associated materials are available for general public use from Monday through Saturday during regular business hours. Black PLA plastic is the standard default material however alternate colors and materials may be requested.

1. Mancos Public Library reserves the right to refuse any 3D print request.
2. It is the responsibility of the requesting patron to design/purchase/download their own creation and prepare it for printing.
3. Patrons are not permitted to access the printer directly. Staff members who have had sufficient training with the 3D printer shall be referred to hereinafter as Processing Staff. These staff members will determine if a patron is qualified to perform advanced printing requiring a patron's direct access to the 3D Printer.
4. "3D print packet" consists of documents and materials that must be filled out and fulfilled completely before submission. These materials will be located at the circulation desk. Patron's submissions must include;
 - a. "Print Request Checklist" (Document)
 - b. SD Card
 - c. USB SD Card adapter
5. Patrons may request the use of a laptop computer that has 3D modeling software available.
6. 3D Print submissions can be made during regular business hours.
 - a. 3D Print submissions need verification of a complete "3D Print Request Checklist" and any accompanying materials.
 - b. Once accepted, a 3D print request will be reviewed by processing staff based on a first-come, first-served basis.
 - c. After the review of the 3D print request, the patron will be contacted by phone and email to confirm or reject the request. At this time, the patron will be given an estimate on time of completion and an estimate on material costs. Estimates are not guaranteed and any additional costs may occur due to failed prints or defects in the design and/or process.
 - d. Printing will be checked by Processing Staff when available. When printing is complete, the requesting patron will be contacted by phone/email and given the final cost of materials.
7. General cost of printing is \$.06 per gram. Alternate Colors and material cost are subject to change and will be estimated during submission and confirmed with patrons before printing.
8. The 3D printer may be used for lawful purposes only. Patrons are not permitted to use the printer to create objects that are:
 - a. Prohibited by local, state or federal law.
 - b. Subject to copyright, patent or trademark protection.
 - c. Unsafe, harmful, dangerous or pose an immediate threat to the wellbeing of others such as: guns, knives or other possible lethal weapons.
 - d. Items that are obscene or are determined inappropriate for the library environment.
 - e. Objects larger than 9.6" x 9.6" x 10.2" will need prior approval before a request can be made.
9. Printed items must be paid for and picked up within 7 business days of completion during regular business hours. Requesting patron may contact staff to extend this time by no more than 14 business days of completion. Multiple instances of not retrieving completed items may result in a patron losing 3D printer privileges.