



3D Printer Policy and Procedures

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
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PURPOSE

The Cobb County Library System desires to offer community access to emerging technologies such as 3D printers to inspire interest in design and help users bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

POLICY

- I. The printers are available to library card holders to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers 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.
- II. The Library reserves the right to refuse any 3D print request.
- III. Cost: There will be a materials charge of 15 cents per gram of filament used in the printing process, with a minimum charge of \$2.50. Items printed from the library 3D printer not picked up within 10 days after being printed become the property of CCPLS Libraries. Items must be picked up by the individual who printed them, using a CCPLS library card.
- IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
- V. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
- VI. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D products, and the library specifically disclaims any knowledge thereof.
- VII. Policy governing the use of the library equipment is subject to change.

3-D PRINTING PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

- I. Design creation:
 - a. The library offers the following software on library computers: the Blender open source for design purposes (<http://www.blender.org/download/>) and Makerbot desktop for exporting the designed files into .makerbot files (<http://www.makerbot.com/desktop>) .
 - b. Designs must be submitted with a .makerbot extension on a USB flash drive.

- II. Submitting a design for printing:
 - a. Persons wanting to print using the 3D printer must bring their .makerbot file (no larger than 25MB) to the library during open hours on a clean USB flash drive. Library staff will add the print to the printing queue after receiving the file and a completed 3D printing authorization form.
 - b. If there is high demand, the library will schedule only one print per day per person or entity.
 - c. Wait/pickup time: Items may be picked up at the library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.

- III. Please note that procedures governing the use of the Library's 3D printers are subject to change.