

AR 4200 3D PRINTING

The Library strives to provide the community with 3D printing services. This service depends on multiple factors: equipment functionality, printing supplies, and staff availability. In the event that one or more circumstances temporarily limit our ability to provide this service, notification will be posted on the Library's website.

REQUEST GUIDELINES

- Requests must be submitted through the 3D Print Form on the Library's website
- Required contact information:
 - First and Last Name
 - Valid Email Address
- Only .STL files are accepted for printing
- Only one (1) file permitted per request
- File size limit is 100 MB
- Printed item can be no larger than 200 mm x 200 mm x 250 mm
- Estimated print time cannot exceed 240 minutes (4 hours)
- Items will only be printed in one solid color—filament is available in the following colors:
 - White
 - Gray
 - Black
 - Red
 - Orange
 - Yellow
 - Green
 - Blue
 - Purple
- Items requested cannot be prohibited by local, state or federal law
- Items requested cannot be unsafe, harmful, dangerous or pose a threat to the well-being of others
- Requests cannot be in violation of the terms of use of the manufacturer of the 3D printer
- Items requested cannot be obscene, sexually explicit or inappropriate for the library environment
- Items requested cannot be in violation of intellectual property rights—the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark

3D PRINT SERVICES

- Staff will print files in the order they are received—print turnaround times are not guaranteed
- All requests are reviewed prior to printing approval
- Requests may be refused if they fail to meet established guidelines
- The Library is not responsible for the final appearance of 3D printed items
- The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed item
- PLA plastic filament used to create items is not rated as food safe
- Library staff will not remove supports or rafts from print items

- Project fee will be stated at notification of approval and is based on estimated print time:

ESTIMATED PRINT TIME	PROJECT FEE
0 – 29 minutes	\$2.00
30 – 59 minutes	\$4.00
60 – 89 minutes	\$6.00
90 – 119 minutes	\$8.00
120 – 149 minutes	\$10.00
150 – 179 minutes	\$12.00
180 – 209 minutes	\$14.00
210 – 240 minutes	\$16.00

- Patrons will be notified via email when items are ready for pickup
- Items can only be picked up at the Computer Center Desk on the 2nd floor
- Project fee is payable at time of pickup
- If an item is not retrieved within seven (7) days of notification, it becomes the Library's property and 3D printing privileges may be revoked

See also:

BP 4.1 Fines and Fees