

	<h1>Clay County Library Policy\Procedure</h1>	Procedure Date(s)
INT-003.0	3-D Printing Policy	

Clay County Public Library is pleased to offer patrons the ability to submit projects to be printed on the library’s 3-D printer. The 3-D printer can create a physical object based on a design supplied as a digital file. The 3-D printing will be subject to a fee.

The procedures governing the use of the library’s 3-D printer are set forth below and subject to change.

All print requests are handled on a first come, first served basis. If there is high demand, the library will schedule only one print per week per customer.

**Object Design**

Users of this service must agree to the library’s “**3-D Printing Policy.**”

Patrons must supply their own design file for printing.

Creating a new design requires knowledge of 3-D modeling software products. Video tutorials that accompany modeling software can be of assistance. Many designs are available online from file-sharing sites like [thingiverse.com](http://thingiverse.com) free of charge.

The library offers classes on 3-D printing design which can be located by checking the library’s website.

**Submitting a Design for Printing:**

Files can be submitted using the form located on the library’s website.

You must submit your design in an .stl file.

There will be size and print time restrictions placed on jobs. Your design must fit on our 3-D printer’s platform at a maximum size of 6” x 6” x 6”. We will also be unable to print jobs that exceed five hours.

Most print jobs will cost between \$1.00 and \$3.00. Printing is charged by the gram of filament used to produce the object. Except in cases of mechanical failure, objects failing to fully print, errors in the print process or other factors not in control of our patron, patrons are expected to pay for completed objects. Patrons may not request a new print at no cost due to dissatisfaction with color, scale, quality, design, or other options pre-selected or controlled by the patron.

**Printing costs are:**

Patrons must pay for the plastics and other materials used in the printing process. 3-D printing is charged by the gram with additional charges added based on multi-color and multi-step designs. Charges must be paid at the time of pick up.

**\$.05 per gram of object's weight. There is a \$1.00 minimum.**

**\$1 per step for multi-step designs**

When requests are received, staff will add the model to the print queue.

If the print job requested will not be fulfilled, an email will be sent with a brief explanation.

**Your Finished Print:**

A completion email will be sent when the print is complete. Charges must be paid at the time of pick up. Refunds are not given.

You have 14 days after the completion email is sent to pick up their print job. Items not picked up within 14 days become the property of the library. Completed print jobs will be available for pick up at the location selected.

**Current 3-D printing locations:**

Middleburg Branch Library	Orange Park Branch Library
2245 Aster Ave.	2054 Plainfield Ave.
Middleburg, FL 32068	Orange Park, FL 32073

**Other:**

Save a copy of your project! The file you submit to us will be deleted upon being printed.

Only Library staff and trained volunteers will have hands-on access to the 3-D printers.

**Usage Guidelines**

The library's 3-D printers may be used only for lawful purposes. Content that will not be produced includes but is not limited to materials or objects that

- Are prohibited by local, state or federal law;
- Are in violation of the library's code of conduct;
- Are unsafe, harmful, dangerous or which pose a threat to the well-being of others;
- Reproduce objects or materials that are subject to copyright, patent or trademark protection.

Library staff will review every object file to determine compliance with this policy before it is printed. Patrons are solely responsible for the creation, accuracy, and editing of design files. All files will be deleted from the system following the completion of the print job.

The library reserves the right to refuse any 3-D print request. In the event the library determines that a 3-D printing request be refused, the library shall provide written notice of the reasons for the refusal. The library's decision will be governed by this policy. Patrons who wish to appeal the refusal to print should follow the appeals process.

Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions. The library reserves the right to limit the number of print requests.

The patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented or trademarked materials. Clay County Public Library is not responsible for any damage, loss, or security of data arising from the use of its equipment or network, nor the functionality or quality of objects produced on the 3-D printer.

The library does not guarantee complete patron privacy during the 3-D printing process as printing may be done in a public space.

### **3D Print Refusal Appeal Process**

Patrons who request to appeal the refusal must put their request in writing to the Director of the Library within 30 days of the refusal.

After review, the Director, or designee, will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.

In the event that the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision to the County Manager or designee.