

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY 3D PRINTING POLICY</p>

I. PURPOSE

Midlothian Public Library is pleased to make available to the public a 3D printer to make three-dimensional objects in plastic using a design uploaded from a digital computer file. 3D printing services are offered in support of the library's mission to provide knowledge and information for the fulfillment of community's educational, cultural, professional, and personal interests.

II. ACCESS

3D printing services are available to Midlothian residents and non-residents with priority given to residents on a first come, first served basis.

III. RULES AND REGULATIONS

- A. Only designated and trained library staff may operate the 3D printer.
- B. 3D print requests must be submitted to 3dprint@midlothianlibrary.org as a .STL file. Submitted designs can be original creations or files downloaded from online 3D print galleries.
- C. Prints must use library-owned filament, with choice of color subject to availability. Color preference should be stated within the request email.
- D. Library staff are not responsible for creating designs or assisting patrons in making designs. It is completely up to the patron to create or obtain their own designs.
- E. Cost: \$1.00 per ounce (minimum \$1.00 per item). Staff will respond to the requester's email with a cost quote, and payment will be due in advance of printing.
- F. Typically, designs will be printed within 1-2 weeks. However, the library cannot guarantee that a print job will be available in a particular time frame, due to demand, library closures, staffing, etc. The library will contact the requester by email when the item is ready for pickup.
- G. If a 3D printed object is not picked up within 14 days of the pickup notification email, the library reserves the right to recycle the object if it cannot keep it due to storage constraints.
- H. The library reserves the right to review and approve all materials before production and refuse any 3D print request deemed unsuitable based on this policy or incapable of production.

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3D PRINTING POLICY**

- I. Patrons are not permitted to use the 3D printer to create objects which are:
 - 1. Prohibited by federal, state, or local law.
 - 2. Unsafe, harmful, dangerous, or pose a threat to the well-being of others, e.g., guns, knives, or other possibly lethal weapons or look-alike weapons.
 - 3. Are in violation of the terms of use of the manufacturer of the 3D printer.
 - 4. Obscene, sexually explicit, or inappropriate for the library environment.
 - 5. In violation of intellectual property rights, e.g., the printer may not be used to reproduce objects which are protected by a copyright, patent, or trademark.
 - 6. Intended for sale or mass production.
 - 7. Larger than 5" x 5" x 5".
 - 8. Likely to take more than 7 hours to print.

- J. The library cannot guarantee and is not liable for the final appearance of 3D prints. In the event of failed prints or undesirable appearances, the requester's payment will be refunded and the library will recycle the print.

- K. Requesters are required to remove print supports themselves.

- L. The library recognizes that an original design is the property of the designer and will not duplicate that design for another patron.

- M. The library reserves the right to:
 - 1. Refuse any print request.
 - 2. Stop printing due to time or printer capabilities.
 - 3. Limit the number of print requests per user.

- N. The library is not liable for any damages, human injury, and/or costs in the event of a failure of 3D printed object.

- O. By submitting objects, the user agrees to assume all responsibility for and shall hold the library harmless in all matters related to patented, trademarked or copyrighted materials.

Adopted 6/2023