POLICY: 3D Printer
AUTHORIZED BY: Board of Trustees
APPROVED DATE: 12/12/16
DATE OF LAST REVIEW:

The Sauk City Public Library desires to provide the community with new technologies to encourage experimentation, creation, and education. The Library's 3D printer is available to make three-dimensional objects in plastic using designs uploaded from digital files.

Terms of Use and Copyright
The Sauk City Library supports the intellectual freedom principles espoused in the Library Bill of Rights and ALA Code of Ethics.

1. The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
2. The Library's printers may be used for lawful purposes only. Users will not be permitted to use the 3D printer to create material that is:
   - Prohibited by local, state, or federal law.
   - Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, is obscene or otherwise inappropriate for the Library environment.
   - In violation of another's intellectual property rights. The printers will not be used to reproduce material that is subject to copyright, patent, or trademark production.
3. The library reserves the right to refuse any 3D print request.
4. Supervision of the 3D printer by library staff does not constitute knowledge, or acknowledgment of any potential final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
5. Access to the 3D printer may be revoked at any time by the Library Director.

Availability
   - If a patron is using the 3D printer for the first time at the Sauk City Public Library, a staff member will train the patron in the use of the 3D printer. Training sessions are subject to staff availability.
   - Use of the 3D printer is on a first come, first served basis. In times of high demand the library reserves the right to limit printing or require reservations for use of the printer.
   - Designs must be in .stl format.
   - The 3D printer may not be available at all times. Regular service/maintenance is required.
   - Priority will be given to Library programs or activities.
   - Request for print jobs will not be taken remotely. Patrons are responsible for their own jobs.

- If leaving the printer, patrons must notify a staff member. All printing must be completed during the Library's normal operating hours. Objects which are not picked up within seven days may be discarded.

Quality
- 3D printed objects may have small holes, bumps, and/or rough edges. These can be cleaned up by using fine sand paper.
- Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material may be used. These additions are easily removed after printing by the patron.
- Library staff will not be responsible for applying final touches to printed objects such as sanding, removing supports, or assembling parts.

Cost

3D printing is currently free through the generosity of the Sauk City Public Library Board of Trustees.

Terms of this Policy are subject to change at any time.