

# **3D printer Policy**

## **Purpose**

As part of our mission to assist in lifelong learning, the Neillsville Public Library now offers its patrons access to a 3D printer. We hope to encourage exploration, collaboration, and a sharing of skills with the 3D printer.

## **Eligibility**

The 3D printer is available to library patrons (those holding a card from one of the libraries in the Wisconsin Valley Library System). Users under age 13 may design their item on their own with the software, but need to be accompanied by a responsible parent or legal guardian, not an older sibling, to then use the machine. The only exception to this rule would be a program specifically designed for children under 13 years of age, in which case it may be appropriate, at the library's discretion, for such children to attend that program without their parents or legal guardians present.

*First-time users must attend an "open printer time", where a librarian or assistant will train them on appropriate equipment, supply, and software use. This applies to patrons who have used other 3D printers. If a patron has not used the public library's printer, they must attend an "open printer time".*

## **Release Form**

First time users must sign this policy stating that they will comply with the rules, be financially responsible should their actions cause damage to the 3D printer, and release the Library from any liability. Patrons under 18 must also have a parent or legal guardian sign this form.

## **General Conditions of Use**

All prints are to be completed 30 minutes BEFORE the library closes.

Patrons may use 3D printer supplies and equipment in the following ways:

1. As part of a workshop or event
2. During an "open printer time"
  - a. The Library will strive to hold at least two "open printer times" every month, during which library staff will be available to assist and train new users with the materials and equipment.
3. On their own/with a parent or guardian
  - a. This option is best for users that are quite skilled in using the equipment and supplies independently.

Also, users must realize that the Neillsville Public Library will NOT:

- Accept responsibility for damage to a user's hard drive, disk, computer, any other personal equipment, or any projects/objects a user makes.
- Save any projects on the computers. Any projects on a computer hard drive will be automatically deleted after that user's session has ended. Users are strongly encouraged to save any projects on their own external hard drive.
- Refund any monies paid out for consumable material, in the event that a project is not completed to the user's satisfaction

Also, users may not use the equipment to create any object(s) that:

- Is unlawful, threatening, abusive, obscene, or racially or ethnically objectionable
- Is intended to physically harm or attempt to harm, an animal or person in any way
- Infringes upon a patent, trademark, trade secret, copyright or other proprietary rights of any party unless consent from the rights-owner has been obtained. The Copyright Law of the United States governs the making of photocopies or other reproductions of copyright material.
- Object or part of an object that is regulated or required a license to use or carry (especially guns and gun parts)

### **COPYRIGHT AND OTHER LEGAL RESTRICTIONS.**

The copyright (Title 17, United States Code), intellectual property (patent law for example under Title 35, United States Code) and other laws of the United States govern the making of photocopies or other reproductions of content protected by copyright, patent, and other laws. Libraries and archives furnish unsupervised photocopy or reproducing equipment for the convenience of and use by patrons. Under 17 U.S.C. § 108(f)(2) the provision of unsupervised photography or reproducing equipment for use by patrons does not excuse the person who uses the reproduction equipment from liability for copyright infringement for any such act, or for any later use of such copy or phone record, if it exceeds fair use as provided by section 107 or any other provision of the copyright law, nor does the provision of unsupervised photocopy or reproducing equipment for use by patrons excuse the person who uses the reproducing equipment from liability for patent, tort (such as products liability) or any other laws. This institution reserved the right to refuse to make available or provide access to photocopy or other reproducing equipment if, in its judgment, use of such equipment would involve violation of copyright, patent, or other laws.

### **Cost Sharing for Consumables**

The Library will strive to keep materials on hand. However, if a participant needs a material for a particular project, he or she is encouraged to bring that material with him or her.

The library will charge the following fees for each print job:

- 3D printing – .05 cents per gram. Prints will be weighed using our kitchen scale.

### **Project Storage**

Please make every effort to pick up projects in a timely fashion. If you are unable to be here when the project is finished, let a librarian know when you will be coming and the project will be stored in the staff office.

## Neillsville Public Library 3D printer Agreement Form

By signing this form, I indicate that I have received a copy of this Policy, understand the terms of this Policy, and agree to abide by this Policy when using the 3D printer materials, software and equipment.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Parent/Guardian:** I have reviewed this Policy with my child(ren) and will take responsibility for their actions.

Name of Child                      Child's Birthdate                      Name of Child                      Child's Birthdate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature:**

**Date:**

\_\_\_\_\_

**Training completed and patron is approved to use the 3D printer:**

**Staff Signature:**

**Date:**

\_\_\_\_\_  
**Disclaimer:** While the library staff make every effort to oversee the use of the Equipment, usage of the Equipment is not under the direction or control of the Library, the Library Staff or the Town of Neillsville. Neither the Library nor the Town is responsible for any object created with the use of the Equipment, including any harm or injury incurred as a result of any usage of the Equipment.