



## **3D PRINTING POLICY**

### **General**

Glencoe Public Library (Library) cardholders in good standing are welcome to submit 3D printer requests. Good standing is defined as a Library card with fines below \$10.00.

### **Use**

Only designated and trained Library staff will operate the 3D printer. Patrons are welcome to observe the 3D printer in operation.

The Library's 3D printer may only be used for lawful purposes and may not be used to create files or objects that are:

- Prohibited by local, state or federal law
- Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others
- Weapons or weapon facsimiles
- Obscene or otherwise deemed inappropriate by Library staff
- In violation of another's intellectual property rights (copyright, patent or trademark violation)
- A violation of the 3D printer manufacturer's terms of use

### **3D Print Requests**

The Library has the right to refuse any 3D print request.

All 3D print submissions are subject to review by Library staff.

Submissions will be rejected if they are incapable of production. If deemed so, the patron will be contacted via email or telephone.

3D print requests are added to a queue and are completed on a "first come, first served" basis. Larger 3D print requests or those with several components may drop in queue.

### **Liability**

The Library is not responsible for any damage, loss of data, or security issues related that arises from the use of the Library's computers, network or 3D printer.

The Library is not responsible for the functionality or quality of 3D objects printed using Library equipment or for any injuries or damages that result from use of printed objects.

### **Policy and Procedure**

Completed 3D print requests must be picked up by the actual requestor.

There is no charge for 3D printing. The Library reserves the right to impose reasonable charges in the future.

Completed 3D print requests not picked up within 30 days of notification will become the property of the Library. The Library reserves the right to use unclaimed 3D print requests at its discretion.

The policy and procedures governing the use of the Library's 3D printer are subject to change.

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| Adopted  | January 31, 2017 |
| Reviewed |                  |
| Revised  |                  |