

## **3D Printer Use Policy**

Approved: December 18, 2023

Effective: December 18, 2023

Revisions: January 27, 2025

Review: January 27, 2025

### **Purpose**

The Amery Area Public Library welcomes the public to use its 3D printer as part of the library's mission to enrich the community by connecting people with information, ideas, and experiences. This service is intended to increase accessibility to technology that is too expensive for the average person, encourage STEAM education for youth and adults, and raise awareness of the materials and services that the library has to offer.

### **Who**

The 3D printer is available to be used by any member of the public.

### **Restrictions**

A 3D Printing Appointment must be made so a trained staff member can check the design. All 3D prints must be approved by library staff before printing.

The Amery Area Public Library's 3D printer must be used for lawful purposes only. The 3D printer may not be used to create objects that:

- Violate local, state, or federal law
- Are subject to copyright or potentially violate intellectual property rights
- Are unsafe, dangerous, or harmful to others
- Appear inappropriate or obscene for a library environment
- Are for commercial purposes, such as manufacturing or production of objects to be sold
- May potentially damage the 3D printer or exceed the printer's limitations

The Amery Area Public Library reserves the right to refuse any 3D print request. Library staff may refuse to reprint an item after two or more unsuccessful attempts. Library staff may refuse to print 3D models that clearly contain errors or are beyond the capabilities of the library's equipment.

One print may be made per person per month while supplies last. The print must fit within the dimensions of the print bed.

The 3D printer may only be directly handled by library staff or volunteers, unless in a supervised library program.

### **Cost**

The 3D printer is currently free to use.

### **Print order and completion**

Library staff will decide what order to print items based on the date the request was made, the amount of material necessary, the duration of the print, and the complexity of the item.

Due to limited material, library staff cannot guarantee completion times.

Once a print is completed, library staff will contact the person who requested the item. Items must be picked up by the person who requested them (or by a parent of a minor). If an item is not picked up four weeks after the person is contacted, that item becomes property of the Amery Area Public Library and may be disposed of. If a person repeatedly fails to pick up their print, their ability to use the library's 3D printer may be revoked.

Library staff are not required to remove, clean, or sand the rafts, supports, or minor imperfections on prints.

### **Appointments**

The person who is requesting a print must be present at their 3D Printing Appointment for each individual print. They must either email the .stl file of their requested print to the Amery Area Public Library before their appointment or arrive with a USB flash drive containing the .stl file. At an appointment, a trained library staff member will check over the print file to assess potential problem areas that may cause the print to fail and work together with the patron to make corrections as needed.

Library staff have sole discretion to make slight alterations such as adding supports to patrons' designs in an attempt to make them printable, but the Amery Area Public Library does not guarantee that they will print successfully.

### **Disclaimers**

The Amery Area Public Library is not responsible for any misprints, malfunctions, or print failures.

Printing or supervising the printing of a patron's 3D model or item by library staff does not relieve a patron of the indemnification obligations discussed above and shall not expose the Amery Area Public Library to liability. Printing or supervising the printing of a patron's 3D model by library staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, intellectual property laws or other laws, or that the 3D model is safe or fit for patron's specific purpose (and in fact the Amery Area Public Library expressly disclaims any knowledge thereof).

The Amery Area Public Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Models may be printed within view of the public, and the Amery Area Public Library may photograph and/or record the printing process and publish such photographs and/or recordings in any type of media including print, social media, television, and the Internet. Patrons using the Amery Area Public Library's 3D printing services must accept the risk that their intellectual property may be exposed to or copied by others. The Amery Area Public Library reserves the right to delete patrons' 3D model files once printing is complete. By submitting or requesting content or objects to be printed, the patron agrees to assume all responsibility for, and shall hold the Amery Area Public Library harmless in, all matters related to the printing of that item.

By using the Amery Area Public Library's 3D printing services, you agree to release from,

indemnify, and hold harmless the Amery Area Public Library, its employees, and board members from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your 3D model, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

By using the Amery Area Public Library's 3D printing services, you agree to assume the risk of, and acknowledge that the Amery Area Public Library disclaims all liability for, any and all injuries (including death) resulting from use of 3D models created using equipment owned by the Amery Area Public Library. You also agree that 3D models possess certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of and acknowledge that the Amery Area Public Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Amery Area Public Library's 3D printing services.

The Amery Area Public Library disclaims and excludes all warranties, whether express or implied, associated with 3D models produced and/or designed using its equipment.

This policy is subject to change at any time.



