

## Fondulac District Library 3D Printing Policy

Fondulac District Library houses a 3D printer for public printing. Patrons must read and agree to the 3D printing policy before submitting an object for printing.

3D printing requests must be submitted via the procedure accessible on the library's website. The request must include, but is not limited to, the patron's first and last name, contact information, the digital file of the object to be printed, and agreement to the library's policy.

Requests will be processed by staff on a first come, first served basis. Patrons are limited to one printed request per seven days.

Library staff is available for printing assistance only. Library staff will review files prior to printing to ensure they are compatible with library policy, as well as viable to the constraints and limitations of the library's 3D printer.

Fondulac District Library reserves the right to deny printing requests. The library's 3D printer may be used only for lawful purposes. No one will be permitted to use the library's 3D printer to create material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, patrons cannot reproduce material subject to copyright, patent, or trademark protection.

Fondulac District Library will not print items that take longer than four hours to print and will not print objects that contain large overhangs or sides without supports.

The \$2.00 3D printing fee is payable in advance of actual printing. No refunds will be given once the printing process has begun.

Patrons do not have physical access to the printer. Files will be uploaded and 3D objects will be printed by library staff.

While staff will attempt to expedite all requests, the library cannot guarantee request turn-around time or when an object will be finished, as problems may occur and we may need to troubleshoot errors or complications.

Once the file is printed, the library will contact the patron to inform them the object is ready. Objects are claimed at the Second Floor Information Desk. Objects not claimed after seven days become library property. Files are deleted after a request is denied or fulfilled.

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