



3D PRINTING

Printing Requests

Use of the library's 3D printers is reserved for adult Longwood Public Library cardholders with cards in good standing.

- Patrons must complete and submit a 3D Printer Request form with each request.
- All 3D printing request files & forms must be delivered to a library staff member for approval before printing.
- Patrons may be limited to one print request per month.

Prohibitions

The library reserves the right to deny any print requests. The final decision on denial of requested prints will be made by the Library Director. Print jobs may be denied if it is determined the project is:

- Prohibited by local, state, or federal law
- Perceived unsafe or harmful to others
- Obscene or inappropriate for the library
- In violation of copyright or other intellectual property laws
- Larger than the maximum print dimensions of 9" x 7.4" x 7.9" (W x D x H)
- Considered to take too long to print (it is recommended that longer projects be separated into smaller pieces for printing).

Costs

The library reserves the right to charge for the cost of printing supplies.

- All print submissions, if approved, will be charged at \$1.00 per hour or \$0.50 per 30 minutes.
- Patrons submitting an object to be printed will be contacted by a librarian with an estimated time and cost for approval prior to starting the print job.
- No refunds will be permitted for printed objects or objects that did not print correctly due to design errors. Patrons will not be charged for objects that fail to print fully due to printer malfunction.
- Payment is due upon retrieving your print request. Payments must be made at the Circulation Desk.

Print Retrieval

All submitted projects may take up to one week before completion, or longer, depending on the amount of submissions being processed at that time. Patrons will be contacted when their objects have been printed.

- Print completion dates cannot be guaranteed.
- Prints must be retrieved within 14 days of completion. After 14 days, the library will dispose of any objects being held for a patron. The cost of a 3D item will be added to the patron's library account after 14 days if it has not been retrieved. There are no refunds.

- Only designated library employees will have access to the 3D printers and printed objects.

Longwood Public Library is not responsible for the functionality or quality of 3D objects printed using library equipment, or for any injuries or damages that may result from the use of said objects.

Policy 600-185
Adopted 2/20
Revised 2/22