

LONGWOOD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA  
February 16, 2022  
Kovarik Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes of Regular Board Meeting
5. Period of Public Expression
6. Treasurer's Report
7. Warrants
  - a. L Credit Warrant #41
  - b. L Warrant #42
  - c. L Warrant #43
  - d. L Warrant #44
  - e. L Warrant #45
8. Budget Expenditures
9. Statistical Reports
10. Operations Reports
  - a. Administrators Reports
  - b. Other Staff Reports
11. Correspondence and Unfinished Business
12. Period of Public Expression
13. New Business
  - a. Policy Manual Revision
  - b. Capital Equipment Discard
14. Executive Session Motion
15. Personnel Report
16. Adjournment
17. For Your Information

Next Board of Trustees/Budget Information Meeting.... Wednesday, March 23, 2022

NEW BUSINESS  
POLICY MANUAL REVISION  
February 16, 2022

Please approve the revision of Policy 600-185 3D Printing, as attached.

APPROVED: BOARD OF TRUSTEES \_\_\_\_\_

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## **3D PRINTING**

Longwood Public Library's 3D printer creates physical objects based on digital files, using library-provided filament. The digital files can be individually-created designs, or designs an individual has obtained from another source and has permission to use.

The library's 3D printer may be utilized only for lawful purposes. Neither library staff nor patrons will be permitted to use the library's 3D printer to create material that is:

- prohibited by local, state or federal law;
- a weapon or look-alike weapon;
- unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others;
- obscene or otherwise inappropriate for the library environment;
- in violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The library reserves the right to refuse a 3D print request.

Only designated library staff will have "hands-on" access to the 3D printer.

### **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