

3D Printer Policy

APPROVED BY: LIBRARY ADVISORY BOARD

DATE: JULY 23, 2019

SIGNED APPROVAL BY: KIM DAVIS, CITY MANAGER

Kim Davis

DATE:

August 28, 2019

3D Printer Policy

I. Purpose

The Hondo Public Library desires to offer the community access to new and emerging technologies such as 3D printers. This policy establishes how and under what circumstances the Library's 3D printers may be used.

II. Use of the 3D Printer

3D Printing Service is available to all ages for patrons who have a Hondo Public Library membership in good standing. Children under twelve (12) years of age must be accompanied by a parent or guardian.

The 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

III. Cost

Cost of 3D printing at the Library is currently free as funding for the original order of material was graciously supported by the John. L Santikos Charitable Foundation, a fund of the San Antonio Area Foundation.

It is anticipated that a fee will be charged in the future to cover the printing costs upon expiration of the grant; such fees will be posted in the Library.

Prints not picked up in seven (7) business days will become property of the Hondo Public Library and be disposed of as deemed appropriate.

IV. Procedures

Patrons will need to create their 3D object using computer-aided design (CAD) software. Video tutorials that accompany CAD programs can be of assistance.

Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format. If you do not wish to design your own 3D object, there are sources to find models already designed from various file sharing databases such as Thingiverse and Yeggi.

Patrons will need to fill out and submit a 3D Printing Request Form for each file and provide their file as listed above. Size requirements are noted on the form. Printing will be completed in the order request forms are received.

Patrons may submit only 1 request per week. The file requested must be able to print in 5 hours or less.

Patrons will be notified when to pick up their completed model.

Only designated Library Staff will operate the 3D Printer.

V. Restrictions

The Hondo Public Library's 3D printers may be used only for lawful purposes. Patrons will not be permitted to use the Library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection.

The Hondo Public Library reserves the right to refuse any 3D printing request.