

3D Printer Guidelines

The Winchester Public Library is proud to offer 3D printing services to our patrons. The following guidelines are for use of the service:

- Patrons are not allowed to directly use the 3D printer - Staff will coordinate print jobs for patrons.
- Cost: Printing costs \$0.10/gram, rounded up to the nearest gram. We only accept cash payments at this time.
- 3D printing services are only available to Winchester residents with a current library card in good standing
- Submission of a 3D print file signifies that you have read and accept the Library's 3D Printer Policy. All designs will be reviewed by Library Staff before printing. The Library staff reserves the right to change the print queue as needed and the Library reserves the right to refuse any 3D print request.
- The Library 3D printers may only be used for lawful purposes. No one is permitted to use 3D printing 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
 - Obscene or otherwise inappropriate for the library environment
 - A weapon, a component of a weapon, or drug paraphernalia
 - A violation of intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
 - Anything that violates Library policies or could damage the printer.

Final decisions on what will be printed are left to the judgment of the Head of Technology & Information Services. The Library reserves the right to refuse any 3D Print request.

- Files must be sent in either OBJ or STL formats and should be appropriately sized - The maximum print size is 250mm x 250mm x 250mm or 9.8"x9.8"x9.8"
- When a print job is finished, we will email the patron so they can pick it up. If a timelapse video is available we will email that as well.

- Patrons are responsible for removing supports and cleaning up their printouts. The library is unable to offer post-processing services.
- We only print in non-toxic, compostable PLA plastic. ABS, Carbon fiber, TPU, and other types are not available. Colors available at launch will be black, white, blue, or red.
- A maximum of one full print a week per patron. Multi-part prints can be submitted.
- This service is for individual projects. If you need to produce multiple items (i.e. a production run) that you would normally have to pay a business to print, please contact a local company. Projects that are outside of the scope of individual projects for learning or creative output won't be allowed.

Rights & Release from Liability

- The Winchester Public Library (WPL) does not accept responsibility if a project is destroyed, does not print correctly, or does not function as expected.
- The Winchester Public Library (WPL) reserves the right to halt, delete, or disallow the creation of items.
- The patron agrees that the Winchester Public Library (WPL) is not responsible for any manufacturing defects or the quality of workmanship of any tools, materials or equipment supplied by the Winchester Public Library (WPL) or for the quality or condition of a patron's project.
- The Winchester Public Library (WPL) is not responsible for any damage to, or loss or theft of, a patron's property.
- The 3D printer is operated in a public area of the Library. Privacy and confidentiality of activity cannot be guaranteed.
- All other library policies apply when using the library's 3-D printing services, including policies addressing user behavior, acceptable use, cybersecurity, copyright, intellectual freedom and user privacy.

Section 555.0 in the Board of Library Trustees Policy Manual