

Wellington Public Library

3D Printing Policy

Use of the library's 3D printers are reserved for Wellington Public Library patrons in good standing only.

DELIVERY & SUBMISSION:

All 3D printing request files must first be delivered to a Wellington Public Library staff member to be approved before printing. Requests can be dropped off in-person at the circulation desk or emailed to the following address: library@wellingtoncolorado.gov

All 3D print files must be in the following format(s) to be considered for printing:

- .STL
- .OBJ

Library staff cannot alter or edit designs. Patrons who wish to submit a file for printing must sign and date this form of acknowledgement.

PROHIBITED PRINTS:

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 the staff determines the project is:

- Any object prohibited by federal, state, or local law
- Weapons, pieces that can be assembled to make a weapon, attachments to weapons, or anything intended to cause harm to oneself or others
- Obscene or otherwise inappropriate objects for the library
- Any object in violation of copyright or other intellectual property laws
- Larger than the maximum print dimensions of 8.5"W x 10"D x 10"H (WxDxH)

If it is decided that a project will take too long to print based on patron queue, it may be rejected. It is recommended that longer projects be separated into smaller pieces for printing.

COST:

The library reserves the right to charge for the cost of printing supplies. All print submissions, if approved, will be charged 10 cents per gram of filament. Patrons' submitting an object to be printed will be contacted by a librarian for their approval *only if the cost will exceed \$5.00*.

No refunds will be permitted for printed objects that did not print correctly due to design errors. Users will not be charged in case of mechanical failure, objects failing to fully print, errors in the printing process, or other factors outside of their control.

Payment for all prints is due upon retrieving your print request. Payments must be made at the Circulation Desk.

3D PRINT RETRIEVAL:

A Wellington Public Library librarian will contact the patron when their object is finished printing. Prints must be retrieved within 14 days of completion. After 14 days, the library will dispense of any objects being held for a patron.

Only designated library staff members will have access to the 3D printer and printed objects.

All submitted projects may take one week before completion, or longer. The time period for retrieving your submitted objects will vary based on the number of patron requests, the size and complexity of the object being printing, the library's hours of operation, staff availability, the supply of requested printing material, and whether the 3D printer is undergoing maintenance.

3D PRINTER REQUEST FORM

By signing this statement, I am indicating that I have read and understand the terms of the Wellington Public Library 3D Printing Policy and agree to abide by it. I relinquish any responsibility on behalf of the The Wellington Public Library's liability in the printing process or use of the printed object.

Patron Name: _____

Patron Library Barcode: _____

Email: _____

Adult/Guardian (if under 16) Signature: _____

Date of Submission: _____

Notes: