

County of San Luis Obispo Public Libraries

Library 3-D Printer Use Policy



COUNTY OF SAN LUIS OBISPO
PUBLIC LIBRARIES

Purpose

In keeping with our Mission: Connecting the community to knowledge, culture, and creativity through exceptional service, The County of SLO Public Libraries strives to offer community access to new and emerging technologies such as 3D Printers. This policy establishes how and under what circumstances the public may use the Library's 3D Printers.

Policy

The Library's 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.

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. 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.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. 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.
2. The Library reserves the right to refuse any 3D print request.
3. Cost: 3D printing at the Library is currently free.
4. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
5. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
6. The Library is not liable for any malfunctions or misprints.
7. You must be present at your 3D printing appointment. Library staff will check your design and if approved will get it started. To learn how to create designs, we can provide you with a list of helpful tutorials.

Procedures

The procedure for printing from the San Luis Obispo Library's 3D printers is as follows:

1. Design creation:
 - a. Creating a new design requires an advance knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj format no larger than 25 MB, to measure no larger than 6 inches wide by 6 inches long and 6 inches in height.

- c. Digital designs also are available from various repositories.
2. Make a printing appointment on the San Luis Obispo Library's event calendar.
- a. Your appointment is scheduled from opening until 30 minutes before closing. Late arrivals will need to reschedule.
 - b. Persons wanting to use the 3D printer shall bring their file (in .stl or .obj format and no larger than 25 MB) measuring 6" inches wide by 6" inches long by 6" inches in height and a maximum of 4 hours to print.
 - c. The Library will view all files in authorized software before printing.
 - d. Wait/pickup time: Items may be picked up at the San Luis Obispo Library Children's desk. Library staff will give an educated guess about the length of a job upon request. This is only an estimate. Please allow up to 48 hours.
 - e. One print job per person per week.
3. Please note that the procedures for the use of the Library's 3D printers are subject to change.