

## HENRY WALDINGER MEMORIAL LIBRARY

Valley Stream, NY 11580

# 3D PRINTING POLICY

The Henry Waldinger Memorial Library makes 3-D printing available for a fee. The Library's 3-D printer is available for the printing of three-dimensional objects using a design that is uploaded from a digital computer file or a design created using Tinkercad or another such design program.

Printing is available on a first-come, first-served basis and is coordinated by the Henry Waldinger Memorial Library staff. Priority printing is given to library programs and events.

### Conditions of Use

The Library's 3-D printer may be used only for lawful purposes. Content that will not be produced includes but is not limited to materials or objects that:

- Are prohibited by local, state or federal law;
- Are in violation of the library's code of conduct;
- Are unsafe, harmful, dangerous or which pose a threat to the well-being of others;
- Reproduce objects or materials that are subject to copyright, patent or trademark protection.

The Library reserves the right to refuse any 3-D print request. The library reserves the right to limit the number of print requests.

The customer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented or trademarked materials. The Henry Waldinger Memorial Library is not responsible for any damage, loss, or security of data arising from the use of its equipment or network, nor the functionality or quality of objects produced on the 3-D printer.

Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions.

### Printing Requirements

The print file must be submitted in a.stl (stereo lithography) 3D design file on a USB device.

The print object must be smaller than 11.2 L x 6.0 W x 6.1 H in inches. This is the maximum dimensions that can be printed by the Library's 3D printer, and not a printing goal.

Unless specific measurements are listed, the Library will scale print files down to a cost-efficient size.

The printer will only print an object in a single color (unless it is a multiple piece object). The customer may submit a preference, but the Library will determine the color of the filament for printing based on availability. However, specific color requests may be considered for special projects. Only appropriate printing material provided by the Library may be used.

Library staff will review every object file before it is printed. Customers are solely responsible for the creation and editing of design files, although the Library may make adjustments to design files if needed. All files will be deleted from the system following the completion of the print job.

The Library does not guarantee complete customer privacy during the 3-D printing process as printing may be done in a public space.

## **Printing Fees**

Customers must pay for the plastics and other materials used in the printing process. The current 3-D printing fee is 50c per half hour of print time.

Additional charges may be added based on multi-color and multi-step designs. The customer will be notified of the estimated printing cost before the order is processed.

Charges must be paid at the time a printing order is placed. Refunds are not given.

## **3D Printing Schedule**

Print jobs take an average of two weeks to complete. Due to the amount of time it takes to print an object, the number of requests received, and staff availability, the Library cannot guarantee that a print job will be ready on a specific day. Those submitting print requests will be contacted when their object is available for pick up.

Customers have fourteen days from notification to pick up their print job. Items not picked up within fourteen days become the property of the Library.

Adopted by the Board of Trustees Henry Waldinger Memorial Library - November 28, 2018  
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