

# Cedarburg Public Library

## 3D Printer Use Policy

### Definition

3D printing builds physical objects from digital models. Digital models are created using Computer Aided Design (CAD) programs. 3D printers read the digital model file and extrude thin layers of plastic filament to build the objects layer by layer. Users may create their own digital models or use predesigned models downloaded from the Internet.

### Purpose

The library's technology vision statement is to offer makerspace opportunities that include emerging technology for the public to engage and create. Community access to a 3D printer, funded by the Friends of the Library, provides the opportunity for library patrons to try out new technology that they may otherwise not have access to. 3D printing is available to the public to make three-dimensional objects in plastic using a design that is either uploaded from a digital computer file or created using CAD software. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

### Policy

#### A. Terms of Use and Copyright

- I. The Cedarburg Public Library's 3D printers may be used only for lawful purposes. The public is not permitted to use the Cedarburg Public Library's 3D printers to create material that:
  - a. Is prohibited by local, state or federal law.
  - b. Is unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Violates the library's rules of conduct concerning offensive behavior.
  - d. Violates another's intellectual property rights. For example, the printers must not be used to reproduce material that is subject to copyright, patent or trademark protection.
  - e. Weapons and obscene objects are strictly prohibited.
- II. The Cedarburg Public Library reserves the right to refuse any 3D print request.
- III. The Cedarburg Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printers.

#### B. Who Can Print

- I. A Monarch Library System card in good standing must be presented to use the printer. If the user is from outside the MLS area, then a \$5.00 usage fee is charged and the following still apply.
  - a. Small projects may be printed for free, if in doubt about size please see a staff member.
  - b. Large projects require a \$5.00 fee payment to offset the cost of filament.

#### C. Usage and Availability

Printing is available during regular business hours. Due to the length of time to print large projects that may take hours or days, prints may have to be queued to print when other prints are already queued or being completed. Prints may also be scheduled to print overnight.

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### D. Reservations

Advanced reservations are required for first time users and suggested for all visits. An advanced reservation will guarantee that staff will be able to assist you in creating your print. Walk-in use is permitted for repeat users who are familiar with how to properly use the equipment. Advanced reservations may need to be adjusted by staff in order to coordinate actual print time, so some projects may need to be queued to print.

### Procedure for use of the Raise3D Pro, Dual Extruder Printer

- Make a reservation at the adult services desk or over the phone at 262-375-7640, x201.
- There are no time restrictions on prints.
- Each user is allowed five prints per month, and one print per reservation.
- Dual printing is allowed. Best use is for printing rafts and supports in a different color or in the use of dissolvable filaments.
- Build Capacity is 12" x 12" x 11.8" (305mm x 305mm x 300mm).
- The following filament types may be used but may not be available at any given time. PLA, ABS, HIPS and FLEX will be available at all times. Types: PLA, TPU, PETG, ABS, NYLON, Metal infused PLA, HIPS, TPE, Wood PLA, PC, FLEX, Carbon Fiber Reinforced.
- Staff members of the Cedarburg Public Library have first priority for use of the 3D printers. All users must abide by the Terms of Use and Copyright statement.

### Procedure for use of the Makerbot Replicator 2 Printer

- Set up a specific time to print at the youth services desk or over the phone at 262-375-7640, x110.
- Please limit prints to under 5 hours.
- Each user is allowed five prints per month, and one print per reservation.
- PLA filament is available. Colors switch once a week.

### Funding for 3D Printer

Some members of the public have asked to donate to the filament fund, donations may be made to the Cedarburg Friends of the Library who fund the library's technology enhancements. If a user would like to donate for a full spool of filament, then there will be no charge for projects made during the year. All donations will be accepted at the Check-Out Desk, please note that it is going toward the 3D printer. The Cedarburg Public Library staff will purchase all spools of filament. If you would like a specific color, you may make a request by email to Assistant Director, David Nimmer. [dnimmer@cedarburglibrary.org](mailto:dnimmer@cedarburglibrary.org)