3D Printer Policies and Procedures

The Kenton County Public Library maintains and furnishes a 3D Printer for use by library patrons (individuals with Kenton County Public Library cards in good standing). The 3D Printer is a resource available for educational and personal use, and is not to be used for commercial purposes or to manufacture or copy materials or goods to be sold to the public at large. Use of the 3D Printer shall be subject to these policies and procedures, as well as the Library's Acceptable Use Policy governing computer and computer access, and any and all other policies and procedures of the Library.

Purpose

The Library strives to offer community access to new and emerging technologies, such as 3D printing, to inspire a new interest in creation and collaboration at your library. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the library's 3D printer.

Policy

The library's 3D printer is available to the public for educational purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. No policy can foresee every instance in which the 3D printer may be put to use, and the Library reserves the right to amend these policies at any time, or in order to respond to a specific situation. Generally, though the following guidelines shall be followed:

I.   The library's 3D printer may be used for purposes that are lawful and/or safe. Patrons will not be permitted to use the library's 3D printer to create material that is:

       a. Prohibited by local, state or federal laws.

       b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of the user, or others, including, but not limited to manufacturing of weapons, or any dangerous instrument or object, including any and all deadly weapons and weapons of mass destruction as defined in KRS 500.080. This policy also prohibits the copying or manufacture of all forms of knives, including buck knives and pocket knives. This policy also prohibits the copying or manufacturing of any look alike weapons, parts or pieces of lookalike weapons, or dangerous instruments.

       c. Obscene or otherwise inappropriate for a Library environment.

       d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection, or which the manufacturer's labels prohibit copying.

II.   In addition to the above, the Library reserves the right to refuse any 3D print request, if in the opinion of the Library staff or volunteers the request is unreasonably large or if the request will inconvenience other patrons or staff by making the 3D printer inaccessible for an unreasonable period of time. Generally, all projects should be capable of being completed within twelve hours of time.

III.   Cost: 3D printing at the library will cost $.10 a gram to offset the cost of the filament.

IV.   If a print fails, staff will, at patron's request, attempt one (1) free reprint.

V.   If an object is printed with rafts and/or supports, the patron is responsible for removing them.

Completed prints will be held for five (5) days after the patron is notified that a print is complete. After that time said prints become the property of the library and may be disposed of as the library sees fit. The cost will be charged to the patron's library account.

V. Patrons may only use the printer alongside designated library staff or volunteer coaches.

VI. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, or misuse thereof, and the Library specifically disclaims any knowledge thereof.

Procedures
The procedure for printing from the library's 3D printer is as follows:

a. The 3D printer can only be used during designated times when library staff or volunteers are available.

b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format.

c. The library has a computer available with software that may be used to create a design.

d. Files may not be dropped off to be printed. The 3D printer is for educational purposes only and patrons must help to get the print started. They may, however, come back later to pick up the final print.

Disclaimer

While the Kenton County Public Library makes every effort to oversee the use of the equipment, such usage is not under the direction or control of the Kenton County Library. The Library makes no warranties as to the quality, stability or fitness of any object created with the use of the 3D Printer, and is not responsible for any object created with the use of said equipment, including any harm or injury incurred as a result of any usage of said equipment.

AGREEMENT

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment.