3D Printing @ MPL Procedures

The Mentor Public Library provides 3D printing services to its patrons as part of its mission to provide patron services for literacy, learning, and pleasure. The Library's 3D printer is available for patrons to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

To best serve our patrons the following procedures apply:

1. The Library's 3D printer shall only be used for lawful purposes. The Mentor Public Library reserves the right to refuse any 3D print request for any reason including but not limited to:
   a. Any item that is unsafe, harmful, or prohibited by local, state, or federal law
   b. Any item that is obscene or inappropriate for the library environment
   c. Any item that violates intellectual property rights of an individual or corporation (i.e. the printer will not be used to reproduce materials that are subject to copyright, patent, trademark or other registered design protection).

   Please note that the 3D printer is viewable by the public. The production of all projects is therefore subject to viewing by the public.

2. Only Library owned materials (filament) shall be used in the creation of any object.
3. Only trained Library staff shall have hands-on access to the 3D printer. All physical interaction with and configuration of the 3D printer will be performed by Mentor Public Library staff.
4. Only users aged 18 and over with a valid Mentor Public Library card in good standing will be permitted to submit projects to the 3D printer.
5. To reserve the equipment:
   a. Patrons must submit their designs via the Mentor Public Library's submission page: http://www.mentorpl.org/3dprinting. Click on the **Email** link.
   b. Staff will review the design to make sure it falls within the established 3D printing procedures and place the design in a queue for printing.
   c. 3D objects are printed on a first-come, first-served basis. This is determined based on the time the emailed submission is received. The Library does not print on Sundays.
   d. The cost for printing is $1.00 an hour. The Library will round up by the ¼ of an hour (ex: 1hr 9min equals 1 ¼ hrs. or $1.25). A cost estimate can be generated

prior to printing, this is only an estimate, and the exact cost will be determined after the print job is complete.

    e. Sometimes designs can fail. The Library will not be held responsible for design failure. Patrons will still be charged for the time used by the 3D printer. If failure occurs, we will provide the reason(s) for failure and offer suggestions for design improvement. The Library will not, however, provide re-design services.

6. Failure to pick-up a printed object within 7 days will result in the cost being charged to the patron's library account as a library fine equal to the cost of the item and the object will be discarded.

7. Staff will contact patrons once their object is complete and objects may be picked up at the Reference Desk. Objects must be pick-up up by the individual who emailed the design and he/she must present a valid Mentor Public Library card or photo ID at the time of pick-up.

8. Any 3D drafting software may be used to create a design so long as the file can be saved in .stl format. All submissions must be sent in .stl for printing. Digital designs are also available from various file-sharing databases such as thingiverse.com or tinkercad.com.

9. Supervision of the printing process by Library staff does not constitute knowledge, or acknowledgment, of the final use of the 3D printer's objects, nor of the lawful status of said objects; Mentor Public Library specifically disclaims any knowledge thereof.

10. Printed objects from the 3D printing services are provided "as-is" and without warranties of any kind, either express or implied. Mentor Public Library disclaims any responsibility for the fitness to any purpose of the service and its objects.

Please note that the procedures that govern the use of the Library's 3D printer are subject to review and to change.