

Appendix H2:

3D Printer Policy & Procedure

Purpose

The 3D printing service is a cornerstone of the Library's commitment to community empowerment and lifelong learning. By providing equitable access to additive manufacturing technology, the Library removes financial and technical barriers, enabling patrons to explore STEAM (Science, Technology, Engineering, Arts, and Mathematics) concepts through hands-on creation.

This service fosters a culture of innovation and problem-solving and supports workforce development by equipping the community with essential skills in digital literacy, design, and rapid prototyping. Whether for educational projects, professional development, or personal invention, the 3D printer provides the tools to transform digital ideas into physical reality, preparing patrons for success in a modern, technology-driven economy.

Eligibility & Access

- Account Status: Patrons must have an active LJCLS account in good standing.
- Certification: Users must complete the LJCLS Training Certification or demonstrate technical proficiency before operating equipment.
- Waiver: A signed Makerspace Release Waiver must be on file for all users. Minors (under 18) must have a parent or legal guardian's signature. See *Appendix H1 – Makerspace Policy*.
- Age Requirements:
 - 18+: Independent use upon certification.
 - 12–17: Direct adult supervision (18+) required at all times.
 - 8–11: Observation only with staff approval; no equipment operation.
 - Under 8: Not permitted in the Makerspace.

Liability & Compliance

- Responsibility: Users assume full responsibility for their projects and agree to hold the Library harmless for all matters related to equipment use, including intellectual property violations.
- Equipment Damage: User-Operated: Patrons are financially responsible for any damage to the 3D printer caused by improper operation, negligence, or failure to follow instructions during their session.
- Staff-Operated: If a design is submitted to staff for printing (drop-off service), the patron will not be liable for mechanical damage to the printer that may occur during the print process.

- Policy Adherence: Users must comply with all LJCLS policies and safety warnings.

Prohibited Items: Printers may be used only for lawful, non-commercial purposes. Prohibited items include:

- Materials prohibited by law or obscene/inappropriate content.
- Unsafe items, weapons, or gun components.
- Items violating intellectual property rights.

File Creation & Privacy

- Design Ownership: Users are responsible for creating their own 3D models. Library staff may assist with software navigation but are not responsible for design services.
- Privacy Disclaimer: The Library will review all files in authorized software before printing. There is no expectation of privacy for files submitted or activities within the Makerspace.

Usage & Technical Limitations

- Prohibited Items: Printers may not be used to produce illegal, unsafe, or inappropriate items, including weapons, gun components, or materials that violate intellectual property rights.
- Precision: The Library does not guarantee precise tolerances for multi-part object assemblies. Users are responsible for the costs of design-related failures.
- Materials: Only LJCLS-provided filament may be used.
- File Requirements: Users are responsible for their own designs. Files must be in .stl, .obj, .3ds, .gcode, or .ply format. Contact the Library for more information on file types, sizes, and requirements.
- Printing Limits: Maximum print size is 340mm x 320mm x 340mm.

Scheduling & Costs

- Appointments: Limited to 4 hours per day and 2 sessions per week, subject to equipment availability.
- Costs: Minimum Print Fee is \$0.50.
 - Charging Model: No machine use fee; patrons pay only for filaments by weight and type.
 - Payment: Due prior to printing, with final adjustments (+/-) made upon completion.
- Unclaimed Items: Items not picked up within 30 days become the property of LJCLS.
- Data Collection: All users must sign in and provide a project description for administrative and grant reporting.