

## **Otsego County Library 3D Printer Policy**

The Otsego County Library (OCL) is the owner of one or more 3D printers and will make 3D printing services available for patron use under certain terms and conditions. The purpose of this policy is to set forth the terms and conditions under which a library patron may access and utilize the Otsego County Library's 3D services.

### **Print Requirements**

- Patrons can only use filament supplied by the library. The first five designs will be printed for free, and the library reserves the right to establish a cost to cover filament used for further printing.
- The 3D printer must be used only for lawful purposes. It may not be utilized to create objects that:
  - Are prohibited by local, state, or federal law.
  - Are obscene or otherwise inappropriate for the library and public environment.
  - May cause harm, be unsafe, or pose an immediate danger or threat to oneself or the well-being of other community members.
  - Are subject to legal copyright, patent, or trademark restrictions.
- OCL will not print any object that is a weapon of any kind such as a sword, knife, gun, axe or other object appearing to be designed as a weapon or any part thereof.
- An OCL staff member or volunteer operator shall review each object file before it is cleared for 3D printing, and the library retains the right to refuse or deny any 3D printing request.
- The print file must be submitted digitally in a .stl format.
- Only one print request per person will be accepted and printed at a time.
- The size of the objects printed cannot exceed the maximum dimensions of the 3D printer required to print them.
- Library staff reserve the right to resize projects unless dimensions are specific in the request.
- Color preferences may be submitted, but in the event that requested color is not available, a library representative will seek approval before substituting an available color.
- Items that are not picked up after one month (30 days) will become property of the Otsego County Library. Items must be picked up by the individual who submitted the project file, and the patron must present a current OCL card.

### **Scheduling**

- Files are printed on a first-come first-served basis, and we cannot guarantee that prints will be completed by any given date or time.

- Priority printing will be given to library programs and events.

## **Disclaimers**

- The Library Director, or designee, reserves the right to set a limit as to the maximum amount of time a print job may take.
- Only designated library staff, volunteers, and patrons that have satisfactorily completed required library training will have hands-on access to a 3D printer. Specialized training is required for each individual printer available in OCL's Makerspace.
- The Otsego County Library is not liable for injuries, property damage, or failure of function caused by objects or materials made through the utilization of our 3D printers.
- Due to the nature of 3D printing, no file is guaranteed to print successfully, and minor flaws and imperfections can be expected, such as small cracks and warping at the bottom of the print. Library staff or volunteers will do their best to notify patrons if a print is likely to have imperfections when they review the print file for approval. If the final print results in substantial portions of the model missing (such as a missing limb of an animal statue), library staff will notify the patron. The library will not issue refunds in the event of minor imperfections. In the event of print failure, of failure the library will remove any associated fees.
- Since 3D printing is a visual process, complete and total patron privacy is not a possibility. However, the library will not provide information about a 3D print requester to third parties. Your submission of a 3D printing request shall constitute written consent to disclose the record to the extent that the information cannot be kept confidential due to the nature of the process.

The above policy is subject to change or amendment by the Otsego County Library Board at any time.

*Adopted June 17, 2025 by the Otsego County Library Board of Trustees*