

## HIGHLAND PARK PUBLIC LIBRARY

### Policy #402 3D Printer

Purpose: The purpose of this policy is to ensure the 3D printer is used in a safe, responsible, and ethical manner.

#### 1. Introduction:

Highland Park Public Library (“the Library”) aims to provide patrons with access to cutting-edge technology and to foster innovation, creativity, and learning.

#### 2. Eligibility:

Any patron with a Highland Park Public Library card in good standing can submit 3D printing requests to be considered for processing. Submissions by one patron must not exceed one request per week. Two hours of free printing time are allocated for each request. Patrons may submit a request for up to 10 hours of printing time for an additional fee. These requests must be approved by the department manager.

#### 3. 3D Printing Process:

The Library’s 3D printer may be used only for lawful purposes and may not be used to create files or objects that are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others, including but not limited to weapons, look-alike weapons, or weapon parts.
- Obscene or otherwise inappropriate for the Library environment.
- Content protected by intellectual property rights that the requester does not have permission to produce, including but not limited to material subject to copyright, patent, or trademark protection.

Use of the 3D printer is at the discretion of the Library’s staff and the Library reserves the right to deny use of the equipment.

The nature of 3D printing does not guarantee complete member privacy as this process may be done in a public space.

Only designated Library staff will have hands-on access to the 3D printer and usage is only permitted during the Library’s hours of operation.

The Library is not responsible for failed 3D prints.

To ensure fair and equal access to everyone, the 3D printer is not and shall not be considered a mass-production fabrication machine

#### 4. Liability:

The Highland Park Public Library is not liable for any subsequent safety issues of items made with the 3D printer. Patrons are also responsible for ensuring that processed 3D prints are not used to make things that could prove harmful, or that would result in significant cost to the user if they fail and/or pose a threat to the safety of themselves or others.

It is the responsibility of patrons to know which intellectual property laws, if any, apply to their intended creation or design when requesting 3D printed material. Further, the copyright laws of the United States (Title 17, U.S. Code) govern the making of copies or other reproductions of copyrighted material. Patrons are responsible for any related infringement, and by submitting 3D printer requests for content or objects, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to violations and/or alleged violations of intellectual property law.

#### 5. Conclusion:

The Library's 3D printer is a valuable resource for creativity, exploration, and learning new skills. By following this policy, patrons will be able to successfully make use of the 3D printer in a responsible and ethical manner. If you have any questions or concerns, please contact the Media Services Department.

Adopted July 18, 2023