

Policies and Procedures for Use of 3D Printers in the Salt Lake City Public Library Creative Lab

EXPECTATIONS

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene, sexually explicit, or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights.
2. Only designated Library staff will have hands-on access to the 3D printer.
3. After the print requests are submitted to the Creative Lab, the Library reserves the right to:
 - a. Review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be printed.
 - b. Refuse any 3D print request.
 - c. Stop printing a request due to time or printer capabilities.
 - d. Set a limit as to the maximum amount of time a print job may take.
 - e. Charge users for print requests.
 - f. Limit the number of print requests. (If there is high demand, the Library will schedule only one print per week per person or entity.)
 - g. Priority printing is given to Library programs and events.
 - h. **The Library cannot guarantee that a print job will be completed within a particular time frame.**
4. Items printed from the Library's 3D printers that are not picked up within 7 days will be notified via email and will become property of the Library.

REGULATIONS (PROCEDURES)

1. Design creation:
 - a. The 3D printer can be used with basic knowledge of Computer-Aided Design (CAD). Video tutorials that accompany CAD programs can be of assistance. Video instruction is also available through LinkedIn Learning which can be accessed at the Library or at home using your Library card and PIN at [slcpl.org/linkedin-learning](https://www.linkedin.com/learning)
 - b. The following software is available in the Main Library Creative Lab or can be downloaded for free at home.
 - i. [TinkerCad](#)
 - ii. [Cura](#)
 - iii. [Blender 3D](#)
 - iv. [ZBrushCoreMini](#)
 - c. Any 3D drafting software may be used to create a design as long as the file can be saved in an .stl or .obj file format.
 - d. Digital designs also are available from various file-sharing databases such as yeggi.com, thingiverse.com and cults3d.com

2. Submitting a design for 3D Printing:

- a.** Persons wanting to use the 3D printer can email their project file (in .stl or .obj file format, no larger than 25MB) to techaccess@slcpl.org, or bring their file to the Creative Lab during open hours. Staff will add the model to the printing queue.
- b.** The Object must be smaller than 9.84" L x 8.3" W x 8.3" H.
- c.** An email address is needed to notify users when the print job is available for pickup and fees that apply.
- d.** 3D print jobs will be readied and sent to the printer by Library Staff. All files will be viewed in PrusaSlicer before printing.
- e.** Items may be picked up at the Technology Center Reference Desk. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- f.** Persons can pick up their print at the Library branch specified on the Request Form.

3. Submitting a design for Resin 3D Printing:

- a.** Persons wanting to use the Resin 3D printer can email their project file (in .stl or .obj file format, no larger than 25MB) to techaccess@slcpl.org, or bring their file to the Creative Lab during open hours. Staff will add the model to the printing queue.
- b.** The Object must be smaller than 5.08" L x 3.15" W x 5.90" H.
- c.** The Resin Printer is best used for small, detailed objects like minifigs and jewelry. For pieces requiring durability, please use the regular 3D printer.
- d.** Resin 3D prints need drainage holes to allow the uncured resin to drain out of the model, as well as to relieve internal pressure. Objects must be designed with drainage holes, otherwise a Library staff member will add them.
- e.** 3D print jobs will be readied and sent to the printer by Library Staff. All files will be viewed in Chitubox before printing, and supports will be add by Library Staff.
- f.** Resin prints will be washed and fully cured by Library Staff before pickup. Please allow for extra time between printing and pickup.
- g.** Resin 3D Prints may only be picked up at the Main Library at this time.

4. Payment for print jobs are required at time of pick up.

- a.** The Creative Lab is currently offering free 3D printing services for objects that will take less than six hours to print. Objects taking longer than six hours may be rejected following an explanation or recommendation from Lab Staff.
- b.** Prints will be limited to one print of each type (resin and PLA) per patron every month.

5. Supervision by Library staff does not constitute knowledge, or acknowledgment, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

6. Please note that procedures governing the use of the Library's 3D printers are subject to change.