FOLEY PUBLIC LIBRARY
3D Printing Rules & Procedures

PURPOSE

The Foley Public Library has a 3D printer available to patrons. The printer can be used to create three-dimensional objects using plastic filament. The 3D printing service is available to all ages. 3D printing usage shall be in accordance with these Rules & Procedures. Failure to abide by these standards may result in the loss of 3D printing privileges and/or other library privileges.

For all requests and inquiries, visit our website at foleylibrary.org or email foleylibrary@gmail.com.

3D PRINTING RULES

- The library's 3D printer may be used only for lawful purposes. Patrons may not use the library's 3D printer to create objects that:
    - Violate local, state, or federal law.
    - Are unsafe, harmful, dangerous, obscene, or pose an immediate threat to others.
    - Infringe on intellectual property rights, such as copyrighted, patented, or trademarked materials.
- The library reserves the right to decline any 3D print request.
- A library card is not required. Anyone in the community may request a 3D print.
- Patrons must retrieve their printed items within 14 days. Items not picked up will become property of the library.
- Only designated staff will have hands-on access to the 3D printer.
- Library staff facilitating the printing process are not responsible for the final use of printed objects.
- Only filament provided by the library may be used. The library offers standard PLA filament in a variety of colors.
- Patrons must pay before printing. Costs are calculated based on estimated filament usage: $1.00 per hour plus $0.10 per gram of filament.

3D PRINTING PROCEDURES

- Patrons who wish to have an object printed may submit a request at **foleylibrary.org/3D-printing.**
- Patrons requesting a 3D print will be contacted by a staff member via email with next steps.
- Staff will add the model to the printing queue. Wait times vary, with a minimum of three business days. While the library makes every effort to complete requests in a timely manner, we do not have staff solely dedicated to this service.
- Patrons are not required to stay for the duration of a print job. However, they must pick up their 3D printed item within 14 days of notification.

- Printing priority is based on a first-come, first-served system; however, priority may be given to library programs.
- Patrons may submit only one file at a time for printing. However, for objects requiring multiple parts, multiple files will be allowed. Patrons should expect longer wait times for multi-file prints. The library reserves the right to limit the number of prints per month.
- Wait times vary depending on the number and size of items in the print queue, as well as any unforeseen issues with the 3D printer, such as part replacements.
- Submitted files will be prepared for printing using software authorized for use with the library's 3D printer. Designated staff will review all files in slicing software before printing.
- Except in cases of mechanical failure, printing errors, or other issues beyond the patron's control, patrons are expected to pay for completed prints. Refunds or reprints will not be issued for dissatisfaction with color, scale, quality, design, required support material, or other options selected by the patron.