Cook Memorial Library

3d Print Proposal Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email or Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Object Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and accept the Cook Memorial Library 3D Printing Policy

I agree to pay the quoted cost upon ordering, and will pick up my item(s) and delivery device (Flash drive, SD Card, etc.) within 7 days of completion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Patron Signature (Parent/Legal Guardian where required) and Date

***Disclaimer:*** The Library does not guarantee model quality or stability, confidentiality of designs, or specific delivery times.  Print quality can be affected by any number of variables. The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the individual requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.

Staff Only

Approx. Print Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Cost: \_$2.00 + ($0.10 x\_\_\_\_\_\_\_\_\_\_\_grams) =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Start Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

**3D Printer Policies & Procedure**

Purpose: F. Maxine and Thomas W. Cook Memorial Library strives to offer users in our community access to new and emerging technologies to inspire a new interest in creation and collaboration. This policy establishes how and under what circumstances the public may make use of the 3D printer.

Policy: F. Maxine and Thomas W. Cook Memorial Library’s 3D printer is available to the public for educational purposes to make three-dimensional objects using a design uploaded from digital computer files.

The 3D printer may be used for lawful purposes only. Patrons are not permitted to use the printer to create objects that are:

\* Prohibited by local, state or federal law.

\* In violation of another’s intellectual property rights; for example, materials that are subject to copyright, patent or trademark protection.

\* Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others; for example, guns, knives, or other possibly lethal weapons.

\* Obscene or otherwise inappropriate items for the library environment.

\* Objects, including the support structure, that will be larger than the 140mm3 available print volume.

1. F. Maxine and Thomas W. Cook Memorial Library reserves the right to refuse any 3D print request.
2. Cost: 3D printing at the library will cost $2.00 per object plus $0.10 per gram, rounded up, to offset the cost of the filament and maintenance of the 3D printer, using the estimates of the Cura 3D Printing software.
3. All items must be retrieved (either by the individual who printed them or by an individual pre-designated in the print request slip) within 7 days of completion. A requesting patron who does not pick up their print forfeits all future rights to use the 3D printer, and items become the property of F. Maxine and Thomas W. Cook Memorial Library.
4. Printing on the 3D printer 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.

Procedure:

1. It is the responsibility of the requesting patron to create and prepare designs for printing in **.stl** file format. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
2. The design should be downloaded to a USB flash drive or SD card in **.stl** format, and provided to library staff prior to printing so that library staff are able to view and prepare the file for printing.
3. To aid in successful completion, the default setting for 3D print work will always include 200 micron (0.2 mm) layer “resolution”, a supporting “raft” or brim (as appropriate), and supports, as automatically added by the Cura software. Additionally, an infill of a minimum of 20% is used. All required supports, adhesion assistance, and infill are included in calculating the print charge. Layer resolution and Infill percentage can be changed. Please note, the finest resolution available is 100 micron, and the smallest infill percentage allowed is 20%. Please specify changes to resolution and infill in the “Object description” section of the form.
4. Once the file is prepared, printing will commence as soon as possible. Same day completion is not assured. F. Maxine and Thomas W. Cook Memorial Library reserves the right to schedule only one print per day per person/entity/group/etc.
5. The requesting patron must provide contact information, in order to receive a time for approximate completion.
6. Print times are estimates and cannot be guaranteed.
7. The requesting patron must pay for the 3D print at the time of order. The requesting patron is responsible for all non-device related errors that occur during the printing process. If the object does not print correctly due to design errors, it is the responsibility of the user to pay for the object. It is recommended that before you submit your file, you utilize a software that checks for and repairs errors.
8. You must clean your own rafts and supports. Small bumps, holes, and rough edges on the object may occur. These rough patches are removable with fillers, sand paper, files, and other tools. Post-production cleanup of print projects is the responsibility of the patron.

Disclaimer:

This Policy and Procedure may change at any time.

While the library staff make every effort to oversee the printing of an object, the use of the printed object upon completion is not under the direction or control of the Library. The Library is not responsible for any object created with use of the 3D printer, including any harm or injury incurred because of any usage of the object that is printed.