



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 400 - 008

GROUP: RESOURCES & FACILITIES

TITLE: 3D Printer Policy

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The 3D printer may be used only for lawful purposes. The public will not be permitted to use the 3D printer 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 or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- II. The Library reserves the right to refuse any 3D print request.
- III. Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
- IV. 3D prints will be charged at the posted rates per gram; specialty filament will be charged at a higher rate per gram. 3D prints must be paid for at the Circulation Desk when the item is picked up.
- V. Patrons are responsible for removing any rafts and/or supports on their item. The Library is not responsible for damage to an item caused by the removal of rafts and/or supports. The Library assumes no responsibility for the quality of any item made on our equipment.
- VI. Priority will be given to Wadleigh Memorial Library cardholders.
- VII. Items printed from the Library 3D printer which are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
- VIII. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Reviewed and Approved 5/16/23
Reviewed and Approved 3/26/19
Approved 8/19/14
Board of Trustees