

## 3D Printer Use Guidelines

1. Users must hold a valid Connecticut Public Library card.
2. Users must submit their file in .stl or .obj format to library staff on a USB flash drive. Printing will be performed by the library staff or designated individuals.
3. Cost: \$5 per print job, due prior to printing. Should a print job be granted a time extension by the Library Director, additional charges may apply. Payment may be made in the form of cash or check made payable to the Friends of the Salem Free Public Library. No refunds.
4. The library will make every effort to print the file within one week of file drop-off.
5. Maximum printing time is two hours. Time extensions must be approved by the Library Director.
6. The Library is not responsible if an object does not meet the user's specifications.
7. 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.
8. The Library's 3D printer may be used only for lawful purposes and may not be used to create materials which are:
  - a. Prohibited by local, state and federal law.
  - b. Unsafe, harmful, or pose a threat to the well-being of others or violate the manufacturer's terms of use.
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of intellectual property rights. For example, the printer may not be used to reproduce materials which are subject to copyright, patent or trademark protection.
  - e. The Library staff reserves the right to terminate any project that violates any of the above.
9. There can be no expectation of privacy during the printing process. Printing will be done in public view.
10. The policy governing the use of Library equipment is subject to change.
11. Please direct any question/concerns about these guidelines to the Library Director.

I, \_\_\_\_\_, have read and agree to the above guidelines.

(Name: please print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

### 3D Print Request Ticket

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Color Request: \_\_\_\_\_

Special Instructions: