



3D PRINTING POLICY

Printing Requests

- Use of the library's 3D printer is reserved for Hampton Bays Public Library cardholders with cards in good standing.
- Patrons must complete and submit a 3D Printer Request form with each request.
- All 3D printing request files & forms must be submitted on our library website or delivered to a library staff member for approval before printing.
- Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
- Patrons may be limited to one print request per month.

Prohibitions

The library reserves the right to deny any print requests. The final decision on denial of requested prints will be made by Library Staff. Print jobs may be denied if it is determined the project is:

- Prohibited by local, state, or federal law
- Perceived unsafe, harmful, dangerous or that may pose an immediate threat to the wellbeing of others; for example, guns, gun parts, knives or other possibly lethal weapons.
- Obscene or inappropriate for the library
- In violation of intellectual property rights-copyright, patent, trademark.
- Larger than the maximum print time of 10 hours. *(It is recommended that longer projects be separated into smaller pieces for printing).*

Costs

- The library reserves the right to charge for the cost of printing supplies.
- All print submissions, if approved, will be charged at \$1.00 per hour or \$0.50 per half hour, printing charges will be rounded to the nearest half-hour.
- Patrons submitting an object to be printed will be contacted by a librarian with an estimated time and cost for approval prior to starting the print job.

- No refunds will be permitted for printed objects or objects that did not print correctly due to design errors. Patrons will not be charged for objects that fail to print fully due to printer malfunction.
- Payment is due upon retrieving your print request. Payments must be made at the Circulation Desk.

Print Retrieval

- All submitted projects may take up to one week before completion, or longer, depending on the amount of submissions being processed at that time. Patrons will be contacted when their objects have been printed.
- Print completion dates cannot be guaranteed.
- Prints must be retrieved within 14 days of completion. After 14 days, the library will dispose of any objects being held for a patron. The cost of a 3D item will be added to the patron's library account after 14 days if it has not been retrieved. **There are no refunds.**
- Only designated library employees will have access to the 3D printers and printed objects.
- Hampton Bays Public Library is not responsible for the functionality or quality of 3D objects printed using library equipment, or for any injuries or damages that may result from the use of said objects.