

# **MILLIS PUBLIC LIBRARY**

## **3D PRINTER PACKET**

Approved by Board of Trustees August 10, 2017

3D printing allows you to turn digital models into physical objects. Most 3D printers, including the Millis Public Library's Robo 3D R1 Plus, work by layering numerous strands of melted plastic filament. This process can be time-consuming, but allows users to inexpensively create working prototypes of original designs, create replicas of objects that they would not ordinarily be able to handle (fossils, for example), express themselves artistically, tangibly explore STEM topics, and much more.

Thanks to a grant from Needham Bank, 3D printing is now available to Millis residents at the Millis Public Library!

To use the Millis Public Library's 3D printer, you must have a Millis Public Library card, you must read through and agree to abide by the Millis Public Library's 3D Printer Policy, and submit a signed 3D Print Request Form.

### 3D Printer Policy

1. The library's 3D printer may be used for lawful purposes only. Patrons will not be permitted to use the library's 3D printer to create material that is:
  1. Prohibited by local, state or federal law.
  2. 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.)
  3. Obscene or otherwise inappropriate for the library environment.
  4. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The library reserves the right to refuse any 3D print request.
3. The library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged.
4. Printing costs 10 cents per gram of material used in the printing process.
5. Because printing may occur during hours when the Library is not open to the public, the Library cannot guarantee that patrons who have submitted an item for printing are able to watch their item being printed.
6. Patrons wishing to use the 3D printer must have a valid library card.
7. Items must be picked up by the individual who printed them.
8. Items that are not picked up after a month will become property of the Millis Public Library.
9. A charge in the amount of the print's cost will be added to the patron's record for any unclaimed items.
10. Designs to be printed must be submitted in .stl format either by email to [contact@millislibrary.org](mailto:contact@millislibrary.org) or on USB drive along with a completed 3D Printing Submission Form.
11. The Millis Public Library will try to print approved requests within 14 days of approval. If this is not possible, the Library will inform the user.
12. The Millis Public Library will respond to print requests within 7 days.

### 3D Print Request Form

Your Name:

Your Millis Library Card number:

Your Phone Number:

Your Email Address:

Brief Description of Item to be Printed:

I have read and I agree to abide by the Millis Public Library 3D Printer Policy.

YES ☐

NO ☐

I am submitting my design to be printed as a .stl file...

ON A USB DRIVE ☐

BY EMAIL ☐

I give the Millis Public Library permission to share images of my printed design

YES ☐

NO ☐

Applicant Signature:

Date:

Legal Guardian Signature:  
(if applicant is under the age of 18)

Date: