



### **3D Printing Policy:**

3D printing is available for the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. 3D printing is not available for self-service use. Patrons wishing to have a file 3D printed for them should email their file(s) to [rspinner@sailsinc.org](mailto:rspinner@sailsinc.org).

All print jobs must be scheduled in advance and approved by staff to ensure that the file format, size, and materials are correct. Please allow several days for prints to be completed, although they may be completed sooner.

The Boyden Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use this 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.
- C. Obscene or otherwise inappropriate for the library environment.
- D. 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.

At this time, 3D print jobs are free of charge, but are limited to a print job that can be completed within the Library's hours of operation. This is subject to change based on the limited amount of supplies we currently have.

Boyden Library reserves the right to refuse any 3D printing requests. The Library assumes no responsibility for projects that are lost, defective, destroyed, or do not function as expected.

Boyden Library does not guarantee patron privacy during the 3D printing process as printing is done in a shared public space.

Approved by the Boyden Library Board of Trustees, 9/13/22  
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