

Marion County Public Library System

Library 3D Printer Use Policy

POLICY

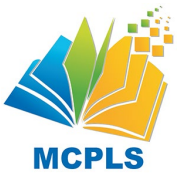
The Marion County Public Library System's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file known as a .stl file.

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers 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.
2. The Library reserves the right to refuse any 3D print request.
3. Cost: The cost for 3D printing is \$.30 per 10g of filament.
4. Items printed from Library 3D printers that are not picked up within seven (7) days of notice of completion will become the property of the Library. Items must be picked up by the individual who printed them.
5. Only designated Library staff will have hands-on access to the 3D printer.
6. The Library assumes no fault if the design does not print as expected. Library staff will attempt one reprint if a job fails to print.
7. Library staff will check your design and if approved will get it started. To learn how to create designs, you can attend a library 3D printing program or we can direct you to helpful tutorials.

PROCEDURES

The procedure for printing from MCPLS' 3D printers is as follows:

1. Design creation:
 - a. Creating a new design requires a knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl format no larger than 25 MB, to measure no larger than 6 inches wide by 6 inches long and 6 inches in height.



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- c. Digital designs are also available from various repositories.
2. Design printing:
 - a. We recommend making an appointment with or speaking to a designated 3D printing library staff member.
 - b. Persons wanting to use the 3D printer shall bring their file (in .stl format and no larger than 25 MB) measuring a maximum of 6 inches wide by 6 inches long and 6 inches in height and a maximum of four (4) hours to print.
 - c. The Library will view all files in authorized software before printing.
 - d. Wait/pickup time: Items may be picked up at the circulation desk of the branch where you dropped off your file. Library staff will give an educated guess about the length of a job upon request. This is only an estimate.
 - e. One print job per person per week.
3. Please note that the procedures for the use of the Library's 3D printers are subject to change.

Revised September 18, 2025