

# Brookfield Public Library

## 3D Printing Policy

Effective Date: 10/24/2018

### Purpose

The Brookfield Public Library is pleased to make 3D printing available to the community and to provide a place for innovation, creativity and discovery. Only Brookfield staff may operate the printers; however Library members who meet required training by Library staff may operate select printers as staff designates.

Community members can submit orders to the reference email for printing. Submitted designs can be original creations by a member or files downloaded from 3D print galleries available online. 3D printing services are available to Brookfield residents and non-residents. Priority will be given to residents on a first-come, first-serve basis.

### 3D Printing Use

The following rules and regulations apply:

1. 3D Print orders must be submitted to [reference@brookfieldlibrary.info](mailto:reference@brookfieldlibrary.info) as a .STL file.
2. Print cost: \$0.25 per half hour of printing, payable upon pick up of print.
3. Please allow 1-2 weeks for designs to be printed. Print jobs may take longer based on current pending orders, Library closings, etc.
4. The Library reserves the right to review and approve all materials before production. The design may be examined to ensure compliance with this policy and whether it is capable of production.
5. The Library will notify members by phone or email when a print job is ready for pick-up.
6. Check with Library staff about maximum print dimensions.
7. Prints must use Library-owned filament, with choice of color subject to availability.
8. Members are required to remove print supports themselves.
9. The Library is not responsible for failed prints and members will not be charged for unsuccessful prints.
10. The Library will not print weapons, items that violate local/state/federal laws, items that violate intellectual property rights, are obscene/inappropriate, or items that will be printed for sale or mass production.
11. The Library reserves the right to refuse any print request and to stop printing due to time or printer capabilities.

12. By submitting content or objects, the member agrees to assume all responsibility for and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials.