

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: 3-D Printing
APPROVAL DATE: June 19, 2019
REVIEW DATE: 2nd quarter 2020

POLICY NO: Facilities-9
MOTION NO: 2019-29

The Temiskaming Shores Public Library strives to offer community access to new and emerging technologies such as 3-D printers, to inspire a new interest in design and help the community to bring their creations to life. This policy establishes the acceptable use of the Library's 3D printing equipment by the public in collaboration with Library staff.

A 3-D printer is a device that can be used to create a three dimensional physical object using a computer generated digital design. The object is created by using successive layers of plastic or other materials in a variety of shapes to form the object. The Library's 3-D printer is available to Temiskaming Shores Public Library patrons to print three-dimensional objects made from PLA plastic. Only the Library's filament is allowed to be used in the 3D printer.

PLA filament: Polylactic acid filament. PLA is a bioplastic made from renewable resources such as corn starch

Policy

1. Print jobs are limited to a maximum design size of 6 x 6 x 6 in or (15.25 x 15.25 x 15.25 cm). Library staff will not adjust the size of a design. It is the responsibility of the user to ensure that the design is made to be within the size restrictions.
2. 3D prints must take less than 5 hours to print, at the discretion of library staff. The Library cannot guarantee that a print job will be completed within a particular time frame.
3. Cost: 3D printing at the Library is currently free, thanks to a grant from The Temiskaming Foundation For Kid's Sake Fund Grant. It is anticipated that a fee will be charged in the future to cover the printing costs upon expiration of the grant. Printing costs will be determined after the grant is completed.
4. Please be aware that the Temiskaming Shores Public Library is not responsible for storing or saving your designs and projects. You must bring your own USB drive or SD card.
5. Only Library staff will have hands-on access to the 3D printer for printing images. In the future it is possible that patrons will have access after completing an orientation course.

6. The Library's 3D printer may be used only for lawful purposes. The Library reserves the right to refuse any 3D print request at the discretion of library staff. The public will not be permitted to use the Library's 3D printer to create material that is:
 - Prohibited by local, provincial or federal law.
 - Unsafe, harmful, dangerous, obscene or poses an immediate threat to the well-being of others or is otherwise inappropriate for the Library environment, including weapons.
 - 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.
 - Designated not appropriate by the library staff, is disruptive to library use or that otherwise violate the Library's code of conduct.
 - Mass produced to be resold by library users.

Any person who violates these policies shall indemnify and hold harmless the Library, its staff, board and volunteers from the claims of any third party for damages to person or property, including costs and legal fees.

7. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object.

(June 19, 2019)