The Hudson Library and Historical Society

3D Printing Rules/Procedures

I. Statement of Purpose:

The Hudson Library and Historical Society is offering 3D printing services to its customers as part of its mission to provide access to new and emerging technologies. The Library's Bambu Lab X1 3D printer is available for customer use to make three-dimensional objects in PLA (polylactic acid) plastic from a design submitted as a digital file.

In order to best serve our public, the following rules and procedures must be adhered to:

II. Rules:

1. The Library's 3D printer shall only be used for lawful purposes. The Hudson Library will not print models that are:
    a. Prohibited by local, state or federal law
    b. Unsafe, harmful, dangerous or pose an imminent threat to the security and well-being of others
    c. Obscene or otherwise inappropriate in a library setting
    d. In violation of or infringe upon the intellectual property rights of others (i.e., the printer will not be used to reproduce materials that are subject to copyright, patent, trademark or other registered design protection)
2. The Library reserves the right to refuse any 3D print request.
3. Only Library materials (filament) shall be used in the creation of any model.
4. Only trained Library personnel shall have hands-on access to the 3D printer.
5. Failure to pick up a printed model within 7 days of the pick-up notification email may result in the cost of the print being charged to your library account as a fine. Fines will generally apply only to prints costing more than $5.
6. Models must be picked up by the same person who submitted the design.

III. Procedures:

1. Submitting a Print Request:
    a. Customers interested in using the 3D printer must submit their designs through the 3D Model Submission page on the Hudson Library & Historical Society website: https://www.hudsonlibrary.org/about/3d-model-form-submission/
    b. 3D objects are printed on a first-come, first-served basis, determined by the time the submission is received.
    c. Customers are limited to two prints per calendar month. The limit resets on the first of each month.
    d. Printing costs $0.10 per gram; some filament colors cost more (please see the pricing sheet for details). A cost estimate can be provided before printing. The exact cost will be determined after the print job is complete.

e. Customers of all ages can submit designs for printing on the 3D printer. However, customers under the age of 18 must have approval from a parent or guardian.

2. Design Creation:

   Any 3D design software can be used to create a design, as long as the file can be saved in .stl format. All submissions must be in .stl format. Ready-made designs are also available from file-sharing sites such as Thingiverse.com, and free tools such as Tinkercad.com can be used to create your own.

3. Submitting the Design for Printing:
   a. Designs must be submitted in .stl file format, no larger than 25 MB, through the Library's website at https://www.hudsonlibrary.org/about/3d-model-form-submission/. IT staff will review each design to make sure it meets the Library's 3D printing rules and technical requirements, then add it to the print queue.
   b. Files are prepared for printing using Bambu Lab software. Some designs may fail during this process, and the Library is not responsible for design failures. If a design fails, staff will explain the reason(s) for the failure and offer suggestions for improving the design. The Library does not provide re-design services; instead, classes may be offered to help customers build their design skills.

4. Pick-up:
   a. All models must be picked up at the Reference Desk. Because staff cannot guarantee when a print will be finished, customers will be notified by email when their model is ready for pick-up.

Please note that the rules and procedures that govern the use of the Library's 3D printer are subject to periodic review and change.

I have received and reviewed the HLHS 3D Printing Rules/Procedures and agree to them.

_____

Signature

_____

Parental Signature (if under 18)

_____

Date

_____

Library Card Number