

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 Makerbot Replicator 2 3D printer is available for customer use to make three-dimensional objects in PLA (polylactic acid) plastic using a design that is uploaded from a digital computer 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 Makerbot printer.
5. Failure to pick-up a printed model within 7 days will result in the cost being charged to your account as a library fine.
6. Models must be picked up by the individual who emailed the design and they must present a photo I.D. at the time of pick-up.

III. Procedures:

1. Reserving the Equipment:
 - a. Customers interested in using the 3D printer must submit their designs via the Hudson Library & Historical Society website's 3D Model Submission page
 - a. <https://www.hudsonlibrary.org/about/3d-model-form-submission/>
 - b. 3D objects are printed on a first-come, first-served basis. This is determined based on the time the emailed submission is received.
 - c. Customers are limited to two prints per month beginning at the first of each month.
 - d. The cost for printing is \$0.10 per gram or more depending on the filament color. (Please see pricing sheet for more details). A cost estimate can be generated prior to printing. An exact cost will be determined after the print job is complete.

- e. Customers of all ages can submit designs for production on the Makerbot. However, customers under the age of 18 must have approval by a parent or guardian.

2. Design Creation:

Any 3D drafting software can be used to create a design so long as the file can be saved in .stl format. All submissions must be sent in .stl for printing. The Library currently has one workstation dedicated to creating software designs. Digital designs are also available from various file-sharing databases such as Thingiverse.com or Tinkercad.com.

1. Submitting the design for printing:

- a. Designs for the 3D printer should be submitted (in .stl file format/no larger than 25mb) to the Library's website at <https://www.hudsonlibrary.org/about/3d-model-form-submission/>. IT staff will then review the design to make sure it falls within the established 3D printing parameters and then place it in queue for printing.
- b. The files will be readied for printing using Makerware software. Unfortunately during this process designs can fail. The Library will not be held responsible for design failure. If this occurs we will provide the reason(s) for failure and offer suggestions for design improvement. The Library will not, however, provide re-design services. Instead classes will be offered to enhance customer's design skills.

2. Pick-up:

- a. All models must be picked up at the Reference Desk. Library staff cannot guarantee specific delivery times. Therefore, staff will contact customers by email once the model is complete.

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