



# 3D Printer Use Policy

## Purpose

Baker County Library District (BCLD) provides access to 3D printing technology as part of its mission to support education, creativity, and community innovation. The 3D printers are available for use by patrons in accordance with this policy to ensure responsible, equitable, and safe use of library resources.

## Eligibility & Access

- Use of the 3D printers is open to library cardholders in good standing.
- Priority may be given to projects related to educational, research, or personal learning purposes.
- Library staff will review and approve all print requests prior to production.

## Rules of Use

### 1. Prohibited Items

The 3D printers may **not** be used to create:

- Weapons of any kind, or any part or component of a weapon.
- Objects that are unsafe, harmful, or pose a risk to public safety.
- Objects prohibited by local, state, or federal law.
- Items that infringe upon intellectual property rights (e.g., copyrighted, trademarked, or patented designs without authorization).
- Obscene or otherwise inappropriate materials in violation of the Library's Code of Conduct.

### 2. Submission & Approval

- Patrons must submit a completed 3D Print Request Form along with their digital file (.STL or other accepted format).
- All files will be reviewed by library staff to ensure compliance with this policy.
- The Library reserves the right to refuse any print request.

### 3. Cost & Materials

- The Library may charge a fee based on material usage and machine time.
- Application or collection of fees may be suspended for official Library programs or promotions.
- Filament type and colors are subject to availability. Patrons may not supply their own filament unless pre-approved by staff.

### 4. Time & Size Limitations

- Printing time and object size may be limited to ensure equitable access for all users.
- Large or complex jobs that require multiple sessions may not be feasible on library equipment.

## 5. Supervision & Responsibility

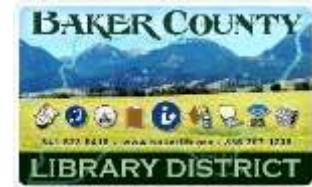
- Only authorized staff may operate the 3D printers. Patrons are not permitted to directly handle the machines.
- Patrons are responsible for the design of their files. The Library is not responsible for project quality, functionality, or safety of completed items.
- Completed objects must be picked up within 7 days. Items not claimed will become property of the Library.

## Disclaimer

- The Library makes no guarantees regarding the successful completion of a print job.
- The Library is not responsible for any injury, loss, or damage arising from the use or function of 3D printed objects.
- Use of 3D printing services signifies acceptance of this policy.

Approved by Library Board: 9/9/2025

# 3D Printing Rules (public version)



The Library's 3D printers are available for community use to encourage learning, creativity, and innovation. Before submitting a project, please review the following guidelines:

## Who Can Use the Printer?

- Available to BCLD library cardholders in good standing.
- Projects must be submitted through a **3D Print Request Form** (digital file required).
- Library staff will handle all printing.

## What Can Be Printed?

You can print objects for education, personal learning, or creative projects.

### Not allowed:

- Weapons or any parts/components of weapons
- Unsafe, harmful, or illegal items
- Items that violate copyright, trademark, or patent protections
- Obscene, lewd, or inappropriate designs
- Complex or large-scale projects that require multiple sessions, and/or excessive time and materials

## Costs & Materials

- Currently, the library is not charging fees for print jobs. This may change in the future.
- The Library provides approved filament (colors may vary).

## Time & Size Limits

- Print jobs may be limited in size or duration to allow fair access for all users.
- Large or complex projects may not be feasible on library equipment.

## Pick-Up

- You'll be notified when your print is ready.
- Items must be picked up within **7 days** or they will become property of the Library.

## Important Notes

- The Library cannot guarantee successful completion of every print job.
- Staff review all submissions and may refuse requests that do not follow these rules.
- By submitting a project, you agree to these guidelines.

*This notice is based on BCLD's "3D Printer Use Policy". For the full policy, visit the Policies page on the library website ([www.bakerlib.org](http://www.bakerlib.org)), or request a print copy from library staff.*