

# 3D Printing Request Form

The Library is happy to offer patrons the ability to submit projects to be printed on the Library's 3D printer. The 3D printer can create a physical object based on a design supplied as a digital file. These can be designs you've created yourself, or designs you've obtained from another source and have permission to use.

First and Last Name: \_\_\_\_\_

Preferred Contact Info (phone or email): \_\_\_\_\_

File name to be printed: \_\_\_\_\_

Link to item to be printed (if needed): \_\_\_\_\_

Material PLA or ABS: \_\_\_\_\_

Color preference (granted based on availability): \_\_\_\_\_

## Boston Free Library 3D Printing Policy

1. The Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create material that is:
  - a. Prohibited by state, local, or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce a material that is subject to copyright, patent or trade mark protection.
2. The Library reserves the right to refuse any 3D printing request.
3. Cost: The cost is \$0.05 per gram of filament used (including supports). The Library Staff reserves the right to change the cost as needed.
4. 3D printing staff will notify the patron if their object will cost more than \$5.00 to print. If an object will cost less than \$5.00 it will be printed without further approval from the patron.
5. The patron will be responsible for the full cost of a successful print.
6. Each piece must require less than 8 hours to print. Multi-piece requests or pieces requiring more time to print will be considered on a case-by-case basis.
7. Only designated Library Staff and approved patrons will have hands-on access to the 3D printer.
8. The Library reserves the right to review all files before printing and to refuse scanning and/or producing any content at any time at the discretion of the Library Staff.
9. Schedule and access to the 3D printer will be determined by Library Staff. A 3D Printing Request Form must be filled out and returned to the library before printing can be scheduled.

I agree to the Boston Free Library's 3D Printing Policy which includes the costs involved.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

To be filled out by staff:

Printing Time: \_\_\_\_\_

Cost: \_\_\_\_\_