

# 3D Printing Request Form

## PLEASE PRINT CLEARLY

Full name:	
Email:	
Phone:	
Library card #:	

## MODEL INFORMATION

Included 3D file must be in STL, or stereolithographic file format, for printing, and saved on a USB key. End product cannot exceed the printer's maximum build size of 25,2 x 19,9 x 15 cm:

Size in mm:

Height (z):	
Width (x):	
Depth (y):	

Filament colour choice (choose one): Black \_\_\_ White \_\_\_ Red \_\_\_ Green \_\_\_ Blue \_\_\_ Purple \_\_\_

**Other colour request (subject to availability):** \_\_\_\_\_

## PICK UP INFORMATION

Large print jobs may require longer to complete dependent upon printer schedule. Builds exceeding six hours duration will need to be assessed by Library staff to determine whether possible.

*I have read and understood the 3D printing policy (on back)*

**Patron signature:** \_\_\_\_\_

5\$ deposit received by (staff name): \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*Staff Section\*\*\*\*\*

Time estimate: \_\_\_\_\_

Weight estimate: \_\_\_\_\_

This policy is meant to outline the library's stance on 3D printing as a special service offered to the public. 3D printing is not part of the list of essential services provided by the public library and is therefore more restricted. This policy is subject to change as more is learned about the 3D printing process by the staff and through input from the public.

**1) Requests for prints can be made by filling out a "3D Print Request Form"**

- a) This form is available online, at the library, or by request.
- b) The completed form must be accompanied by the appropriate file type for printing.
- c) The 3D print request form and file must be delivered to the library in person.

**2) Prints cost 10 cents per gram of filament used, plus a one-dollar per hour usage fee.**

- a) An estimate of the final price will be given to the patron prior to printing.
- b) Any base or supporting structures used in the design will be included in the total weight calculation.

**3) Requests for prints must be accompanied by 5\$ deposit.**

- a) The deposit will be deducted from the final cost of the print.
- b) If the cost of the print is less than the deposit, the patron will be reimbursed the difference.

**4) Prints must adhere to any copyright or creative commons licences associated with the object or file.**

- a) The library is not responsible for any patron's copyright infringement.

**5) The library is not responsible for errors or problems with the patron's print design.**

- a) Malfunctioning prints due to a problem with the design will be cancelled and the patron will be informed.

**6) The library reserves the right to operate the 3D printer in the way that is best for the machine.**

- a) The library will approve of, schedule and output prints as it sees fit. Patrons will be notified if their print was selected or not, as well as when their print is ready for pick-up.
- b) The printer will not always be available for use like the regular library services are.

**7) The library reserves the right to refuse to print any object or file.**

- a) Objects that are deemed inappropriate or unacceptable for printing at a public library will be refused.