



3D Printer Policy and Procedures

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, IConnect, Cobbcat.org
Last Review Date	October 23, 2023
Next Review Date	October 2025
Review Cycle	Every two years
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PURPOSE

Cobb County Public Library desires to offer community access to emerging technologies such as 3D printers to inspire interest in design and help users bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

POLICY

1. 3D printers are available to library card holders and students with PASS accounts to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
2. The Library's 3D printers may be used only for lawful purposes. The public is not permitted to use the Library's 3D printers to create material that is:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous or an immediate threat to the well-being of others. Such use may violate the terms of use of the manufacturer.
 - Obscene or otherwise inappropriate for the Library environment.
3. 3D printed creations cannot violate another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
4. The Library reserves the right to refuse any 3D print request.
5. There is a materials charge of 15 cents per gram of filament used in the printing process, with a minimum charge of \$1. Payment will be made after the design is printed.
6. Only designated Library staff and volunteers have hands-on access to the 3D printer.
7. Design software is not installed on public computers, but a variety of free, easy-to-use design sites are available on the internet. Design work should be self-directed. Staff can provide some technical assistance, but designers should have a working knowledge of the software selected.
8. Design files must have a .stl or .obj extension.

9. Designers must complete a 3D Printing Authorization Form and submit files on a USB drive during operating hours.
 - Depending on demand, length of time required for printing, and available resources, the Library may schedule only one print per day per person or entity. Staff may also refer designers to a paid 3D printing service.
10. Items printed from the 3D printer must be picked up at the library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
11. Items not picked up within 10 days after being printed become the property of CCPL. Items must be picked up by the individual who printed them or an authorized designee.
12. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
13. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D products, and the Library specifically disclaims any knowledge thereof.



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3D Print Request Form

DATE: _____ TIME: _____

NAME: _____

LIBRARY CARD NUMBER: _____

CONTACT INFO: _____

FILENAME: _____

I HAVE READ AND UNDERSTAND THE LIBRARY'S 3D PRINTING POLICY

The Library's 3D printer may only be used for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:

- Prohibited by local, State or Federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

MY PRINT COMPLIES WITH THE CRITERIA NOTED ABOVE.

SIGNATURE: _____

The library may photograph 3D printing creations for promotional purposes. If you prefer not to have your object photographed, check below.

I DO NOT WANT MY 3D PRINT PHOTOGRAPHED BY THE LIBRARY

STAFF USE ONLY

Estimated Print Time (min): _____ Estimated Print Weight (g): _____

Filament color: _____

Cost for Object: \$ _____