



GLENCOE PUBLIC LIBRARY

3D PRINTING POLICY

General

Glencoe Public Library (Library) cardholders in good standing are welcome to submit 3D printer requests. “Good standing” is defined as a library card with no blocks for outstanding items or assessed fees.

The Library’s 3D printers may only be used for lawful purposes and may not be used to produce objects prohibited by local, state, or federal laws. Additionally, the 3D printers may not be used to produce the following:

- Items deemed by an attending library staff member to be unsafe, harmful, dangerous, or posing a threat to the well-being of others
- Weapons or weapons facsimiles
- Items deemed by library staff to be obscene or inappropriate for the library environment
- Items which cannot be produced without damaging the equipment and/or violating the 3D printer manufacturer’s Terms of Service Agreement

Patrons using the 3D printers shall be responsible for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

The Library reserves the right to refuse production of any 3D request submitted.

3D Print Requests

All 3D print requests are subject to review by library staff. If a request is rejected, a library staff member will inform the patron via the communication method(s) indicated with the request.

The amount of time it takes to produce a 3D print depends on factors including but not limited to:

- Geometric properties of the model
- Physical properties of the material used
- Physical capabilities of the 3D printer equipment
- Staff schedules and availability

Generally, 3D prints will be completed on a “first come, first served” basis. However, library staff may use their discretion when scheduling production of objects in order to maximize the productivity of the equipment.

For ease of production, library staff may modify submitted designs at their discretion. Examples of such modifications include, but are not limited to:

- Scaling the object’s dimensions larger or smaller
- Adding flat surfaces to the object
- Breaking a larger object into components for printing

If no such modifications are desired, then submitters may indicate so in the notes field of the submission form. Without some of these modifications, it may not be possible to produce an object.

Liability

The Library is not responsible for any damage, loss of data, or security issue that arises from or is related to the use of the Library’s 3D printers, computers, or network.

The Library is not responsible for the functionality or quality of 3D objects printed using library equipment or for any injuries or damages that result from use of printed objects.

Procedure

Only designated and trained library staff will operate the 3D printers. Patrons are welcome to observe the 3D printers in operation and may make arrangements with library staff if they wish to view their specific item being printed.

Completed 3D requests must be picked up by the person or persons who submitted them or by their designees.

The Library at this time does not assess a material or production fee for 3D printing, with the understanding that the service is only available to library cardholders. The Library reserves the right to impose reasonable charges in the future.

Completed 3D print requests not picked up within 30 days of notification of completion will become the property of the Library. The Library reserves the right to manage the disposition of unclaimed 3D print requests at its discretion.

Appeal Process

If a 3D print request has been denied by library staff for production, and the requestor would like to appeal this decision, then the requestor may:

- Discuss with the Network & Digital Services Librarian for reconsideration
- If not satisfied, complete the Appeal a Denied 3D Print Request form and discuss with the Executive Director, and
- If not satisfied, request to add the appeal to the next Regular Board Meeting agenda for investigation by the Library Board of Trustees

Adopted	January 31, 2017
Reviewed	
Revised	January 15, 2020; January 18, 2023