



Elmwood Park

PUBLIC LIBRARY

explore. connect. create.

3D Printer Use Policy

Purpose

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their digital creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers. This is a staff mediated service and is available on a first come, first served basis.

Acceptable Use Guidelines

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. The Library's 3D printers may not be used for unlawful purposes or purposes that may violate current Library policies and procedures, including code of conduct and safety. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, can be reasonably construed as a weapon or its likeness, or if such use may violate the terms of use of the manufacturer.
 - c. Obscene or otherwise inappropriate for the Library environment, at the discretion of the Library Director or Assistant Director. Any appeals about the judgment of a print may be made to the Library Director, with provisions to appeal to the Board as needed.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
 - e. Any other use that could be reasonably perceived as a legal or insurance liability to the Library, its staff, or Board of Trustees.
2. The Library reserves the right to refuse any 3D print request.
3. Cost: The library does not currently charge for use of its 3D printers. However, the library reserves the right to implement a fee structure in the future. Patrons will pay in full before a print is released. Patrons shall not be charged for prints that fail due to hardware or software malfunction or error.

Only designated Library staff will have hands-on access to the 3D printer.

Policy Review and Revision

Elmwood Park Public Library Board of Trustees will review this document at least biennially. Approved and Adopted by the Library Board of Trustees, October 18, 2018.