

## Waterloo Public Library - 3D Printer Policy

The Waterloo Public Library is pleased to provide access to a Makerbot Replicator+ to our patrons as part of The Hive Maker Colony. The purpose of our 3D printer is to encourage users to learn about new technologies, exercise their imaginations, and to create and design new projects. All designs will be reviewed by Waterloo Public Library staff, who reserve the right to refuse any 3D print job. Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions. The library reserves the right to limit the number of print requests. Abuse of the 3D print service may lead to denial of future use.

All 3D print jobs must adhere to the following policy:

To submit a 3D print job, patrons must:

- Have a Waterloo Public Library card in good standing with fines not exceeding \$5.00.
- Upload the .stl file through the library's 3D Print Request form and fill in all other required information. All print jobs must fit within the dimensions of the Makerbot Replicator+ parameters: 11.6 x 7.6 x 6.5 inches, or 573 cubic inches. Additional technical specifications can be found here: <https://www.makerbot.com/3d-printers/replicator/#tech-specs>. Customers are solely responsible for the creation and editing of design files. All files will be deleted from the system following the completion of the print job.
- Approve the estimated cost of the job, as calculated by library staff. Prices will be estimated on a \$0.10 per gram calculation and estimations may vary from the final price. The cost of printing will be added to the

patron's account when the print is finished. Patron must pay this amount before the item can be claimed.

- Retrieve all completed print jobs within 14 days of printing. Any unclaimed jobs will become property of Waterloo Public Library and no refunds will be issued.
- Acknowledge the following:
  - By submitting content or objects, the patron agrees to assume all responsibility for, and shall hold the Waterloo Public Library harmless in all matters related to patented, trademarked, or copyrighted materials.
  - The Waterloo Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer. In the instance of printing failure, 3D print jobs may only be attempted twice more.

3D print jobs must not:

Be in violation of any Waterloo Public Library policies.

- Be prohibited by local, state, or federal law.
- Be in violation of another's intellectual property (i.e. be subject to copyright, patent, or trademark protection).
- Be obscene or inappropriate.
- Be unsafe, harmful, dangerous, or pose a threat to the well-being of others.

Reviewed by Board of Trustees. 7/11/2019

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