
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A18- 3D Printing Policy

Page 1

OBJECTIVE: To provide clarity to both staff and library users on the use of the Uxbridge Public Library Self-Serve 3D printer.

DATE OF APPROVAL: May 16, 2019

MOTION: ##-##

DATE OF AMENDMENT AND MOTION:

Policy

1. The Library's 3D printer may only be used for lawful purposes and in submitting digital files for printing, the library user agrees to assume all responsibility for and shall hold the Library harmless in all matters related to their 3D printing. The public will not be permitted to use the Library's 3D printer to create material that is:
 - Prohibited by provincial 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 printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Library reserves to right to refuse or cancel any 3D print activity that violates the conditions of use.
3. Library users must complete an orientation session, available online at www.uxlib.com or a print version available at the circulation desk(s), and successfully complete a questionnaire on the safe use of the printer and the rules related to its use.
4. 3D Printer Acceptable Use Agreement must be completed by the library user (attached) prior to any 3D printer use.

Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A18- 3D Printing Policy

Page 2

5. It is the responsibility of the user to familiarize themselves with the MAKERBOT manual, the creation and configuration of files, the use of the MAKERBOT build software along with file import/export and operation of the printer. It is not the responsibility of library staff to provide guidance and assistance on the use of the printer. Users unsure of any part of the process should avail themselves of the wide range of resources on the web, in books and other printed literature along with the orientation sessions offered by the library.
6. Users must use the filament provided by the library. Third party consumables are not permitted. The library does not guarantee specific colour availability.
7. Files can only be saved on an external memory source such as a flash drive. The library user must provide their own external memory source.
8. Library users must check in with a staff member to review the MAKERBOT projected weight and print time along in order to receive authorization to start the print.
9. Printing costs are \$0.30 per gram of filament. Payment is based on the printers projected weight and is required in full prior to printing. Payment can be made in cash or debit card. Refunds are not permitted.
10. Children under the age of 12 years must be accompanied and supervised by an adult authorized to use the printer.
11. Requests for printing sessions will be managed through the library's ILS, Insignia. Library users will log in using their library card # and password to the online library catalog and booking the printer through the "Room Bookings" function. The user must ensure that the printing will complete within the time booked. Patrons without a computer and/or internet connection can use the public access computers at the library.
12. Printing will only be allowed during open hours.
13. Library users will be limited to a maximum of 2 hours per week.
14. Sessions cannot be booked more than 14 days in advance.

15. Users must not, under any circumstances, modify the embedded printer settings, change the filament or seek to fix any perceived issues. In such circumstances staff must be informed.
16. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
17. The Library is not responsible for any electronic files or physical property left behind at the Library.

Uxbridge Public Library
3D PRINTER ACCEPTABLE USE AGREEMENT

Use of 3D printer requires that you accept the terms of the Library's 3D Printing Policy

I, _____ (print name) am fully aware of the policies that are in place governing the use of the 3D Printer at the Uxbridge Public Library.

I agree to follow, or ensure my child follows, the Uxbridge Public Library's rules and regulations regarding the use of the Printer, as outlined in the 3D Printing Policy.

I understand that there must be no infringement of any person's intellectual property rights, such as copyright, when using the 3D Printer to create a work.

Name (Print)

Signature (Parent/Guardian Signature if under age 16)

Date

Email Address/Telephone # (Parent/Guardian if under age 16)

In checking this box, I am giving permission to the Uxbridge Public Library to feature my 3D Print creation on their social media platforms (Facebook/Twitter/Pinterest).