
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A18- 3D Printing Policy

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OBJECTIVE: To have a policy on printing to the 3D printer.

DATE OF APPROVAL:

MOTION:

DATE OF AMENDMENT AND MOTION:

Policy Statement

The Uxbridge Public Library strives to offer community access to new and emerging technologies. The purpose of this policy is to establish the acceptable use of the Library's printing equipment by the public in collaboration with Library staff.

Policy

1. The use of the 3D printer must conform to the Library's 3D printing policy.
2. 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 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.
3. The Library's 3D printer is available to the public to make three-dimensional objects in filament using a design that is uploaded from a digital file.
4. Files can only be saved on an external memory source such as a flash drive.
5. In submitting digital files (STL, OBJ, THING) for printing, the library user agrees to assume all responsibility for and shall hold the Library harmless in all matters related to intellectual property rights including but not limited to patent, trademark

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and copyright.

6. The printer will be operated by Library staff only.
7. Requests for printing will be managed by staff in the Adult Department on a booking basis. Staff will add the print job in the schedule and will notify the patron when the job is done.
8. Print requests will only be processed during open hours.
9. Library users will be limited to 1 print per week.
10. Printing costs are \$5.00 for all print up to and including 30 grams of filament, plus an additional \$0.15 per gram of filament beyond 30 grams. Printing costs are taxable. Payment is required in full prior to printing. Payment can be made in cash or debit card. Refunds are not permitted.
11. The Library reserves to right to refuse any 3D print request.
12. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
13. Items printed from the 3D printer that are not picked up within 14 days will become the property of the Library.
14. The Library is not responsible for any electronic files or physical property left behind at the Library.
15. All requests are to be included on the 3D Printing Schedule and Sign-in Sheet (attached).
16. 3D Printer Acceptable Use Agreement to be filled out by patron (attached).

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).