



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

HML 3D Printing Policy

Please read all the policies below. Policies are subject to change at any time. Acceptance and compliance with these provisions is required to use our 3D printers and related equipment and materials.

Printing Regulations

All Users

1. All Users of the 3D printers must provide a Four County Library System library card. Children under the age of 12 must be accompanied by a parent/guardian or caregiver unless they are printing as part of a library supervised program. Minors whose behavior is deemed unsafe will not be permitted to use the 3D printer without adult supervision.
2. The Library's 3D printers and scanner may be used only for lawful purposes. Users of our 3D Printers and scanners will not be permitted 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. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment
 - 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.
3. The Library reserves the right to refuse any 3D print or scan request.

Remote/Non-Certified User (prints will be executed by trained staff or volunteers)

1. Printing will be done on a first come/first serve basis. In all cases we will review your file and a staff member will decide if/when to print. Your print request will be queued as deemed appropriate by staff.

Certified User

1. Users, 12 and older must participate in mandatory training to become certified to use the 3D printers and scanners. Certified Users must sign a 3D printing agreement form before reserving or using a machine.
2. 3D printing will be done on a first come/first serve basis. All 3D printing must be done under the direct supervision and approval of library staff. Each print file will be reviewed by HML staff before it is printed.
3. The User must be present for the start and finish of the print job. It is recommended that the User be present as much as possible during the print process.

Payment & Printing Cost

All Users

1. Cost will be determined based on filament type, if a filament is not listed a fee will be calculated as new filaments are allowed.
 - a. PLA/HIPS: 10 cents a gram
 - b. ABS: 10 cents a gram
 - c. T-Glase: 10 cents a gram
 - d. Woodfill: 10 cents a gram
2. Final charges will be based on estimated 3D print weight from slicing software. If no estimate is available the printed item will be weighed. Rafts and supports are included in the overall cost.
3. The cost for failed print jobs will be calculated based on the weight of what is printed.
4. If an item is not printing correctly, the library will allow two attempts to print. If it fails to print correctly on the second try, you will be notified and asked to modify your design.
5. If estimated 3D print project costs \$10.00 or more, 50% of estimated project cost must be paid prior to printing.
6. All completed 3D prints must be paid for at time of pick-up. No refunds will be given for completed 3D prints. Payment must be made by cash or check. If a completed item is not paid for the cost will be recorded as a fine on the patron's library record.

Remote/Non-Certified User (prints will be executed by trained staff or volunteers)

1. Patrons will be notified when their print job has finished and the project is ready to be picked up. Projects should be picked up within 14 days of receiving this notification; any project not picked up within 21 days will be discarded.
2. 3D printing staff will notify the user if their object will cost more than \$5.00 to print. If an object will cost less than \$5.00 it will be printed without further consent of the user.

Printing Procedure

All Users

1. Models must be in .STL or .OBJ format.
2. Print objects must require less than 10 hours to print. Multi-piece requests will be considered on a case-by-case basis.
3. Responsibility for removing rafts and supports is up to the user.
4. The User agrees that the Huntington Memorial Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment. The library cannot guarantee confidentiality of designs.
5. The model must fit within the printer's volume.
6. The library is not responsible for any damage, loss, or security of data arising from the use of its computers, equipment or network.
7. Use of the 3D Printers and scanners are subject to all Huntington Memorial Library Policies.
8. Users may reserve a computer for in-house 3D modeling purposes. Use of the computer is subject to availability.
7. Filament color availability may change without notice, and we cannot guarantee that your selected color will be available. In the event that your chosen color is out of stock, we will contact you to choose another color.

Remote/Non-Certified User (prints will be executed by trained staff or volunteers)

1. Unless a printer is specified, HML staff will choose which printer will be used to execute the print job.

Certified User

1. The User agrees to avoid wasting consumable supplies and materials.
2. The User agrees to clean up his/her workspace following use and agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
3. Users must report any accident/incident that occurs to a HML staff member.



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HML 3D Printing User Agreement

Name: _____ Library Card #: _____
Phone #: _____ DOB: _____
Parent/Legal Guardian's Name (if under 18): _____
Address: _____

I agree to follow Huntington Memorial Library's 3D Printing Policy.

I affirm that the information I have provided on the 3D Printing Agreement is current, true, and correct. I understand that this information may be subject to verification.

I do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Huntington Memorial Library for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Huntington Memorial Library.

I hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend the Huntington Memorial Library, their offices, agents, volunteers, Board of Trustees and employees from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the User or possession of tools, technology, equipment or supplies I am using at HML. Any available insurance of the user's shall be primary and the HML's be Non Contributory.

The parties intend each provision to be severable and separate and apart from one another.

The parties agree that any and all disputes resulting in litigation will be commenced, litigated, and adjudicated only in the County of Otsego, State of New York pursuant the laws of the State of New York.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____
Printed Name _____

Release for Youth under 12 years of age

Any User under twelve years of age must also obtain the following consent and release before using the 3D printer.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____