

Policies and Procedures for Use of 3D Printers in the Salt Lake City Public Library Creative Lab

EXPECTATIONS

1. The Library's 3D printers may be used only for lawful purposes. 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. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene, sexually explicit, or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights.
2. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
3. After the print requests are submitted to the Technology Center, the Library reserves the right to:
 - a. Review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be printed. The Library cannot guarantee that a print job will be completed within a particular time frame.
 - b. Refuse any 3D print request.
 - c. Stop printing a request due to time or printer capabilities.
 - d. Set a limit as to the maximum amount of time a print job may take.
 - e. Charge users for print requests.
 - f. Limit the number of print requests. (If there is high demand, the Library will schedule only one print per week per person or entity.)
 - g. Priority printing is given to Library programs and events.
4. Items printed from the Library's 3D printers that are not picked up within 7 days of being notified via email will become property of the Library.

REGULATIONS (PROCEDURES)

1. Design creation:
 - a. The 3D printer can be used with basic knowledge of Computer-Aided Design (CAD). However, creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance. Video instruction is also available through Lynda.com which can be accessed at the Library or at home using your Library card and PIN at slcpl.org/lynda
 - b. The following software is available in the Main Library Technology Center or can be downloaded for free at home.
 - i. [Autodesk 123D Design](#)
 - ii. [Cura](#)
 - iii. [iMeshLab](#)
 - iv. [Sculptris](#)
 - v. [Slic3r](#)

