

La Vista Public Library  
3D Printer General Use Policy  
Issued September 9, 2021  
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**Purpose**

The La Vista Public Library owns a MakerBot Replicator + 3D Printer for use by staff and the general public who have been trained to print items in PLA filament. The printer's use will be prioritized for library programming, but members of the public can set up a time to print their own projects when it is not being used by the library. Before being permitted to use the printer on their own, users must undergo training and meet general safety guidelines as well as fill out the "3D Printer Usage Agreement" form.

**Liability**

Makers (and their guardians when applicable) will sign a "3D Printer Usage Agreement" form prior to using 3D printer equipment that promises to follow these rules hereof.

The library is not responsible for any liability, damages or expense resulting from use or misuse of the 3D printer.

The library is not responsible for any liability, damages or expenses of personal property resulting from using them with the 3D printer, the accompanying laptop, or its software.

**General Rules**

Makers must be at least 16 years old to use the 3D printer unsupervised.

Makers ages 12-15 may use the 3D printer with direct adult supervision.

A current La Vista Public Library membership is not required to use the 3D printer.

Makers are required to watch the general safety training video on Niche Academy as well as completing in-person training before being able to use the machine. The "3D Printer Usage Agreement" form must be completed and on file with the library.

All in-person programs with the 3D printer will cover required training as part of the program.

The library will post the hours that the 3D printer will be available. These hours are subject to change.

Makers must call at least 30 minutes ahead to set up a time to use the 3D printer, but it is recommended they set up a time several days in advance to ensure availability.

The 3D printer will be unavailable for new users the hour before the library closes.

Users already using the equipment must finish setting up their 3D print a half hour before the library closes.

You may leave print jobs on the 3D printer unattended (i.e. overnight printing), but the library is not responsible for any prints that may fail.

#### Materials and Fees

- Using the 3D printer is free, however makers must pay for the filament they use.
- There will be no refunds. Makers are charged even if a print is unsuccessful.
- Makers agree to avoid wasting materials.
- Prints cost 10 cents/gram of PLA filament.
- Some exceptions may be made for teen and children's programs where makers may be given an allocated amount of free PLA they can use.
- Makers may not bring in their own filament to use with the machine. The 3D printer is only compatible with the filament that the library purchases.

#### Equipment Use

- Printing weapons on the 3D printer is strictly prohibited. This includes guns, knives, swords, and individual weapon parts.
- No drinks, gum, or food is allowed near the 3D printer equipment.
- The La Vista Public Library reserves the right to refuse service to patrons who abuse equipment or who violate any of the equipment usage policies.
- Makers will reimburse the La Vista Public Library for the cost of repairing or replacing the 3D Printer and/or its accessories if they are found to have been damaged from misuse.
- If the 3D printer, associated laptop, or computer software is experiencing problems the maker agrees to report the problem to a librarian immediately to prevent further damage to the machine.
- Makerspace equipment, including the 3D printer, is not available on Sundays.

## **La Vista Public Library** **3D Printer Usage Agreement Form**

By signing this form, you are stating that you understand the following rules.

### **Usage Policy**

- I am 16 years of age or older **or** I am at least 12 years old and accompanied by an adult.
- I have completed my required training.
- I understand printing weapons of any sort is strictly prohibited. This includes knives, guns, swords, and individual weapon parts.
- I understand it is free to use the machine but that I will be charged for the PLA filament that I use. I know there are no refunds.
- I will pay for the material regardless of whether my 3D print was successful.
- I understand that I cannot bring in my own 3D filament to use with the machine. I must use the filament provided by the library.
- I am aware that the 3D printer may not be reserved an hour before the library closes. If I am already using the 3D printer, I will finish project setup a half hour before the library closes.
- To reserve time to use the 3D printer, I must do so at least 30 minutes in advance.
- If I am printing a large project and leave the 3D printer unattended, I acknowledge that the library is not responsible for my prints.
- If I am misusing the machine, I understand I may be banned from using it.
- If the machine or its software is experiencing problems, I will promptly get help from a librarian to prevent further damage.
- I will be responsible to reimburse the library for the replacement or repair of any part I might break.
- I acknowledge that the library is not responsible for any liability, damages or expense resulting from use or misuse of the 3D printer or its equipment.

**PLA filament Prices:** \$0.10/gram

**I understand and agree with the rules of use. By signing this agreement, I accept the 3D Printer Usage Policy, am stating that I am responsible for using this equipment safely and ensuring it is in good working condition and free from damage when I am done.**

Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Library Card #: \_\_\_\_\_