

3D Printing Policy

Purpose:

The Avon Free Public Library ("the Library") offers public access to new and emerging technologies to encourage creativity and promote collaboration within our community. Among those technologies is 3D printing. This policy establishes guidelines that govern the safe and lawful use of the Library's 3D printing resources.

Key Definitions:

3D printing is a process by which a three-dimensional object is made from a computer-generated digital file by laying down successive thin layers of a material, typically plastic. Because those thin layers are added to one another, 3D printing is sometimes referred to as "additive manufacturing".

Scope:

This policy applies to all who use the Library's 3D printing equipment. Certain age restrictions apply. See *Procedures* below.

Roles and Responsibilities:

Library staff and program facilitators are responsible for ensuring that prior to using the Library's 3D printing equipment individuals have been instructed in its operation and can demonstrate basic skill in its use.

All those wishing to use the equipment are required to read, understand, and sign a Waiver of Liability Agreement, available at <https://www.avonctlibrary.info/3d-printing-waiver/>.

Users must leave the computer lab and printer in the condition in which they found them. Any malfunction, accident or incident that occurs during the printing session must be reported to staff immediately. Users will be liable for any damage to the printer due to their misuse.

Adults are responsible for any minors who accompany them into the computer lab.

The Library is not responsible for printed objects that do not meet the user's specifications or needs.

Procedures:

1. **Access:** The Library's 3D printer and associated materials are available in the computer lab for use by the public under the supervision of Library personnel during designated hours only. Print sessions are scheduled in advance based on staff and lab availability, and must end at least one hour prior to Library closing time or at least one hour prior to any scheduled program in the computer lab.

2. **Age:** The equipment is available for use by the general public, age 16 and over. Those under the age of 18 must have a parent or guardian's permission.
3. **Use:** The Library's 3D printer may be used for lawful purposes only. It may not be used to create material that is:
 - a. prohibited by local, state or federal law
 - b. unsafe, harmful, dangerous, poses an immediate threat to the well-being of others or is otherwise inappropriate for the Library environment. (Such use may also violate the manufacturer's terms of use.
 - c. in violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
4. **Costs:** Those whose print jobs use filament provided by the Library will be charged a per/hour fee that is based on the type of filament used. There is no charge to those who provide their own, Library-approved filament.
5. **Enforcement and Appeal:** Library staff reserves the right to cancel print jobs that do not meet criteria for use outlined in Procedures #3 above and/or suspend a user's access to the 3D printer for violation of this policy.

The use of the 3D printer, as with all Library activity and programs, is governed by the [Behavior Policy](#). Specifics regarding the suspension or revocation of Library privileges and the appeal process can be found in the Library's [Circulation Policy](#).

Violations of local ordinances or state laws governing the use of 3D printers will be reported to the police.

Location:

This policy and associated waiver are housed on the Library Website:

<https://www.avonctlibrary.info/policies/>

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Adopted: February 16, 2021