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Policy on 3D Printing

A. **Preamble: Statement of Philosophy, Scope, and Purpose**

1. In part, the “mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations.”¹
2. Pursuant to this mission, the Batavia Public Library (“Library”) offers 3D printing with a 3D printer subject to the terms and conditions described in this policy statement.
3. As a conscientious steward of community resources, the Library endeavors to be as user-friendly as possible while protecting its fiscal assets.
4. Further, the Library strives to treat all Library users in a fair, consistent, and equitable manner.

B. **Definitions:** As used in this Policy:—

1. The term “Library” means the Batavia Public Library.
2. The term “employee” means a person who is employed by the Library and, by extension, a volunteer, that is, a person who voluntarily works for the Library.
3. The terms “patron” or “user” mean a person who is visiting the Library as a customer.
4. The term “CAD” means computer-aided (or assisted-) design.
5. The term “3D printing” means the construction of a three-dimensional object, using CAD, through fused deposition modeling (FDM), which involves layering a continuous filament to create objects that range in shape, size, rigidity, and color.
6. The term “filament” means a continuous polylactic acid or polylactide (PLA) filament, which is a thermoplastic material made from renewable resources such as corn starch, tapioca roots or sugar cane (unlike other industrial materials made primarily from petroleum).
7. The term “file format” means the file types in which CAD models are saved; e.g., the stereolithography file format (STL) is a de facto CAD file format that stores data based on triangulations of the surface of CAD models.

¹STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

C. Policy on on Use of Public-Access Computers and Acceptable Use of the Internet

This “Policy on 3D Printing” is an interpretation of and a supplement to the “Policy on Use of Public-Access Computers and Acceptable Use of the Internet,” q.v., the current version of which is incorporated herein by reference.

D. 3D Printing with a 3D Printer

1. **General Conditions**

a. Basis for Policy Statement

The policy statement on “3D Printing with a 3D Printer” was based, in part, on the specifications of the **Replicator+**, a 3D printer from MakerBot Industries LLC (“MakerBot Replicator+”).

b. Operation

Only employees who are trained on the equipment shall operate the 3D printer.

c. Availability

(1) Library Use

- Priority for 3D printing is given to the Library, especially in connection with the Library’s programs and events.

(2) Other Use for Patrons

- 3D printing is available on a first-come, first-served basis under the coordination of designated employees.
- The Library reserves the right to limit the number of requests for 3D printing.
- 3D printing at the Library is not offered for commercial purposes and mass production for any purpose is prohibited.

2. **Design Issues**

a. File Types

All 3D printing requests shall comply with the Library’s requirements regarding file format and print object size.

Note: The MakerBot Replicator+ supports the following file types: STL (stereolithography file format) and OBJ (“object,” a geometry definition file format), but also accepts other file types.

b. Design

- (1) The Library shall not design objects or produce object (or design) files for patrons; however, employees will review every object file before it is printed.
- (2) Patrons are solely responsible for designing objects, as well as creating and editing object (or design) files.

c. Privacy & Confidentiality

- (1) The Library does not guarantee patrons complete personal privacy during the 3D printing process, as the 3D printer is located in a public space.
- (2) In the spirit of the Library Records Confidentiality Act [75 ILCS 70], the Library shall delete all files from the 3D printing system following the completion of a print job.

3. **Production Issues**

a. General Considerations

The Library shall regulate the size of the object file, the printing schedule, and the maximum length of time allowed for each print job based on demand and equipment restrictions.

b. Turnaround Time

- (1) Print jobs take an average of two weeks to complete.
- (2) Given the amount of time it takes to print an object, the number of requests received, and staff availability, the Library will not guarantee that a print job will be ready on a specific day.

c. Color Preferences

- (1) The 3D printer will only print objects in a single color.
- (2) While patrons may submit color preferences, the Library reserves the right to determine the color of the filament based on availability.

d. Object Dimensions

The Library reserves the right to resize object unless patrons provide specific object size and/or dimensions in their 3D printing request.

4. **Fee Structure**

a. Policy on Fines & Fees

Fees are governed by the “Policy on Fines & Fees,” q.v., with the proviso that fees are subject to change without notice based on market conditions. Please refer to the Library’s Web site for current rates.

b. Fee for 3D Printing with a 3D Printer

The fee for 3D printing is \$1.00 per file plus 10¢ per gram (rounded) for the filament used in production, based on the final weight of the object produced.

Example: Illustration for One (1) Object

Files	3 files @ \$1.00 per file	\$ 3.00
Filament	103.5 grams = rounded to 104.0 grams @ 10¢ per gram	10.40
Total Fee		\$ 13.40

- c. Charges are due and payable at the Check Out Desk (the location at which completed objects are stored) at the time that objects are picked up.
- d. Due to the customized nature of 3D printing, the Library shall not waive fees nor give refunds for completed objects.
- e. Patrons have 14 days from the date of notification to pay for and pick up their completed objects (print jobs) at the Check Out Desk. After 14 days, any object not paid for and picked up becomes the property of the Library.

5. **Disclaimers**

- a. The Library strongly discourages the use of 3D printing to produce content, materials, or objects that could prove harmful or result in significant cost to the user if they fail.
- b. The Library is not responsible for any damages, losses, or breaches of data and/or security, direct or indirect, arising from the use of (or incurred as a result of using) its equipment or network.
- c. The Library is not responsible for the functionality and/or quality of objects produced by 3D printing.
- d. The Library is not liable for the functional failure of and/or personal injuries or property damage caused by content, materials, or objects made by 3D printing.
- e. Right of Refusal
 - (1) The Library reserves the right to refuse any request for 3D printing.
 - (2) In the event that the Library refuses a request for 3D printing, the Library shall provide written notice of the reason(s) for the refusal.
 - (3) The Library's decision-making process is governed by this policy statement.
- f. 3D printing at the Library is available only for lawful purposes. The Library shall not produce content, materials, or objects that
 - are prohibited by local, state, or federal law;
 - are (or are used as) weapons or parts of weapons;
 - are unsafe, harmful, dangerous, or pose a threat to the well-being of others;
 - are obscene, harmful to children, or otherwise inappropriate, especially in a library environment;
 - are protected by intellectual property laws; and/or
 - reproduce content, materials, or objects that are subject to copyright, patent, or trademark protection.

E. **Responsibility in General**

1. U.S. copyright laws govern unauthorized use or distribution of copyrighted materials. Users may not copy or distribute materials without the express written permission of the copyright owners except as permitted by Fair Use regulations.
2. Patrons are solely responsible for knowing which intellectual property laws, if any, apply to their object (or design) files and the objects they design and/or intend to create.

3. Activities that compromise the security, efficiency, or condition of the Library's electronic resources are prohibited.
4. Patrons using the Library's electronic resources, including but not limited to 3D printing, must comply with all applicable municipal, Illinois, and Federal laws and regulations, and all Library policies.
5. Failure or refusal to comply with the provisions and requirements of this policy statement will result in disciplinary action up to and including the loss of Library privileges, or other consequences as described in the "Policy on Conduct," q.v., the current version of which is incorporated herein by reference.

F. **Administrative Rules and Regulations**

1. **Assistance:** The Library will establish standard operating procedures to assist patrons with 3D printing.
2. **Administrative Rules and Regulations:** Employees designated by the Library Director are authorized to prepare (and edit or otherwise modify from time to time as may be needed) standard operating procedures regarding 3D printing, which are not inconsistent with this Policy.
3. **Notice:** The Library reserves the right to change its standard operating procedures at any time, without notice. This Policy is subject to change at any time by action of the Board of Library Trustees.

Approval History:

- This policy statement was based, in part, on the **Replicator+**, a 3D printer from MakerBot Industries LLC. As a result, as technology changes, elements of this policy statement may need to change accordingly.
- Adopted by the Board of Library Trustees on Tuesday, 19 October 2021 (Resolution 2021-011)