

Jericho Public Library 3D Printer Policy

The Jericho Public Library is committed to remaining in the forefront of providing excellence in educational, informational and cultural enrichment services for all members of the community. In keeping with this mission and with the advances in information technology, the Jericho Public Library will provide 3D printing Services. The use of the 3D printer is restricted to patrons having a valid library card from the Jericho Public Library. A Jericho Public Library card from a friend, or other family member, will not be accepted. Children in grades 5 and below must be accompanied by an adult.

Usage of the iMac is on a first-come, first-served basis. Mac computers are available to patrons in 1 hour increments. Any saved files on the iMac's hard drive will be automatically deleted after a patron's session has ended. Patrons must save all work on their own external hard drive. The library provides access to 3-D printing software and hardware capabilities; however, patrons should be familiar with the technology, as library staff members are not experts and cannot offer extended instruction.

To use the 3D Printer, patrons must submit the request for an appointment online and abide by the Library's 3D Printer Policy.

The Library's 3D printer may be utilized only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:

- Prohibited by local, state or federal law;
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
- Obscene or otherwise inappropriate;
- In violation of another's intellectual property rights. For example, the printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Library reserves the right to refuse a 3D print request.

Patrons can choose to print projects found on thingiverse.com, or create their own projects using 3-D creation software. Resource guides are available for patrons in the 3D Media Center and a flash drive can be borrowed from the reference desk using your library card or purchased from the Circulation Desk.

The cost of 3-D printing is \$1.00 per 1 hour of printing or any part thereof.

Printing time is during Library hours only. The 3D Digital Center closes 15 minutes prior to the library closing. All projects must be finished printing at this time as printing cannot continue after the library is closed. The library is not responsible for the production of any project. The Library will hold the printed items for 5 days, after which they will be discarded.

Upon completion, all projects must be paid for based on length of printing time as per above policy. The library is not responsible for any projects that fail to print correctly.

Adopted by the Board of Trustees of the	
Jericho Public Library	February 10, 2015
Revised	April 14, 2015
Revised	March 10, 2016
Revised	April 14, 2016
Revised	February 12, 2018
Revised	March 12, 2018