

3D Printing Policy & Request Form

To create an object for printing, you may use the 3D modeling software available on the public computers or visit sites with objects from the public domain, such as Thingiverse.com. Please review the library policy.

1. This service is available to **Harborfields Public Library Teen and Adult card holders in good standing.**
2. All files will be reviewed by library staff to ensure compliance with this agreement and all other library policies prior to printing.
3. All files will be printed by library staff.
4. Only one job may be submitted at a time.
5. All files submitted must be in the “.stl” format.
6. Items are limited in size to 9 x 6 inches and 7 inches in height.
7. Colors are subject to availability. (See Teen’Scape staff for current choices).
8. Your item must be able to print in 7 hours or less.
9. We will contact you when your item is ready to be picked up. Any items that have not been picked up become property of the library after two weeks.
10. **There is a charge of 25 cents for each 30 minutes of printing,** payable upon pickup.
11. As this is a new technology and service, 3D Printing rules may change at any time.

The 3D printer may be used only for lawful purposes. Library users may not create material that is:

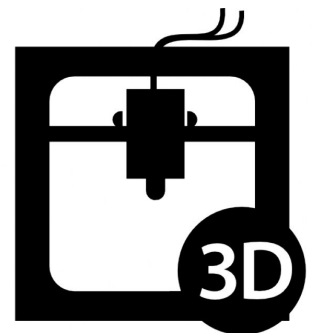
1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
3. An object that may function as a weapon or part of a weapon.
4. Obscene or otherwise inappropriate for the library environment.
5. In violation of another’s intellectual property rights.
6. Copyrighted, patented, trademarked, registered.

_____ I have read and agree to abide by the Library 3D Printing Policy.

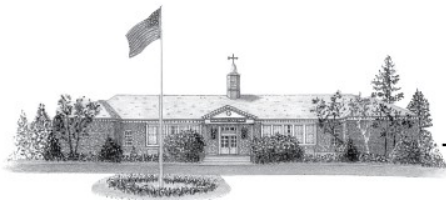
Print Name

Date

Signature



[Continues on back]



Harborfields
PUBLIC LIBRARY

Serving the community since 1970
Information ♦ Ideas ♦ Knowledge

Bring this completed form with your file on a flash drive. You may also email your file to info@harborfieldslibrary.org. Please name your file with your name and the object name. You will receive an email or call from the library when your item is ready to be picked up.

Item Information:

Color (see librarian for availability): _____

File Name: _____ .stl

Approximate Printing Time: _____

Contact Information:

Name: _____

Library Card #: 20632 _____

Email: _____

Phone: () _____

I prefer to be contacted by _____ Telephone _____ Email



MakerBot

Adopted 1/26/17