

San Juan Island Library

Patron 3D Printing Agreement

The San Juan Island Library is committed to providing all members of the community with access to new information technologies. Factors considered in the determination will include the technology's relevance, material and maintenance costs, and relative costs of staff and volunteer time. In keeping with the Library's mission, the Library offers 3D printing to the public as prescribed in *Policy 5.6.2—3D Printing*, for a time to be determined by the Director.

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Inappropriate for the Library environment.
 - d. A weapon of any kind, including blades, guns or gun parts.
 - e. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.***
2. The Library reserves the right to refuse any 3D print request.
3. Only designated Library staff and trained volunteers will have hands-on access to the 3D printer.
4. Printing is available on a first come, first served basis; however, scheduling of print jobs will be determined by staff as dictated by printer and designated staff availability. For safety, printing will not take place when the library is closed.
5. Patrons may submit no more than four print jobs per month.
6. Cost: A non-refundable \$1.00 fee must be paid when submitting a 3D print request to cover staff processing time and material costs, whether a print request is approved or declined. If the print job takes more than 4 hours, Library staff will contact the requester and inform them of any additional cost.
7. Designs created in 3D drafting software or downloaded from online sharing resources must be submitted in **.stl** format.
8. All print jobs must fit within 25.2 L x 19.9 W x 15.0 H centimeters OR 9.9 L x 7.8 W x 5.9 H inches. The Library will view all files in authorized software before printing to determine printing feasibility.
9. All print jobs will be a single color.

10. Library staff or volunteers will not remove rafts or supports included in any project.
11. Print jobs are delivered as is. The Library cannot guarantee model quality or stability, nor confidentiality of designs. Pre-payment is required and is non-refundable regardless of the resultant print.
12. Items may be picked up at the Information Desk. Library staff will contact the patron upon print completion.
13. Items must be picked up by the individual who requested them, or by their designee, using valid ID. Items printed from Library 3D printers that are not picked up within 30 days become property of the Library.
14. Please note that policies and procedures governing the use of the Library's 3D printers are subject to change.

***** Notice concerning copyright and other intellectual property restrictions**

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a reproduction. One of these specific conditions is that the reproduction is not to be "used for any purpose other than private use, scholarship, or research." If a user makes a request for, or later uses, a reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The San Juan Island Library reserves the right to refuse to accept a 3D print request, if, in its judgment, fulfillment of the order would involve violation of copyright or other intellectual property laws.

I acknowledge, represent, and warrant as follows:

- **I have read**, understand, and will comply with the notice posted above.
- **I grant permission** to the San Juan Island Library and its agents to reproduce reproductions and return them to me, and I have the legal right and authority to grant this permission.
- **I will use** the reproduction only for private study, scholarship, or research.
- **I will not use** the reproduction for any commercial purpose or allow any third party to do so.

Signature

Print Name Clearly

Date