MNG 20

Free Library of New Hope and Solebury

**Management Policy**

3D Printer

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library’s 3D printers.

The Library’s 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Library’s 3D printer 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:

* 1. Prohibited by local, state or federal law.
	2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
	3. Obscene or otherwise inappropriate for the Library environment.
	4. 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.

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

Cost: Prints under one hour are free. Over an hour, the charge is $1 per hour. Staff will log the time of the print. As the initial time displayed on the printer is only an estimate, the end time logged by the staff will be considered final.

Patrons are expected to take a 3D printing orientation prior to using the printer. Only Library staff and volunteers will have hands-on access to the 3D printer.

Printer use must be scheduled ahead of time with front desk staff. If no patron is scheduled, the printer is available on a first-come-first-served basis. Priority will be given to library programs or activities.

The printer may be used during hours of operation only. Prints will not be permitted to run overnight due to potential fire hazards. Any prints that are still running at the end of the work day will be terminated. Charges will apply.

Patrons are not required to stay for the duration of the print job. However, patrons are responsible for returning to the library to retrieve and pay for their objects.

 MNG 20-**Page 1 of 2**

Items printed from the Library 3D printer that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.

Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

Approved by the Board of Trustees

 MNG 20- **Page 2 of 2**