

## 3D Printing

**REQUESTS:** Use of the 3D Printer is reserved for Sayville Library cardholders only.

- Patrons must complete and submit a *3D Printer Request* form with each request.
- All 3D printing request files & forms must be delivered to a Sayville Library staff member to be approved before printing.
- Patrons under the age of 16 must have permission from a parent or guardian.

**PROHIBITED PRINTS:** The Library reserves the right to deny any print requests. The final decision on denial of requested prints will be made by the Library Director.

Print jobs may be denied if it is determined the project is:

- Prohibited by local, state, or federal law
- Perceived unsafe or harmful to others
- Obscene or inappropriate for the Library
- In violation of copyright of other intellectual property laws
- Larger than the maximum print dimensions of 11.5 x 7.5 x 6.5" (WxDxH)
- Deemed as having too long of a print time (It is recommended that longer projects be separated into smaller pieces for printing).

**COST:** The Library reserves the right to charge for the cost of printing supplies.

- All print submissions, if approved, will be charged \$0.50 per half-hour of printing time, rounded down to the nearest half-hour.
- Patrons' submitting an object to be printed will be contacted by a librarian for their approval only if the cost will exceed \$5.00.
- No refunds will be permitted for printed objects or objects that did not print correctly due to design errors.
- Patrons will not be charged for objects that fail to print fully due to printer malfunction.
- Payment for all prints is due upon retrieving your print request. Payments must be made at the Circulation Desk.

**RETRIEVING PRINTS:** All submitted projects may take up to one week before completion, or longer, depending on the amount of submissions being processed at that time. Patrons will be contacted when their objects have been printed.

- Prints must be retrieved within 14 days of completion.
- After 14 days, the Library will dispose of any objects being held for a patron.
- Only designated Library staff members will have access to the 3D printer and printed objects.

Updated October 15, 2019



Staff accepting this job  
initial and date here:

\_\_\_\_\_

initials

\_\_\_\_\_

date

## 3D PRINTER REQUEST FORM

By signing this statement, I am agreeing that I have read and understand the terms of the Library's *3D Printing Policy* and will to abide by it. I relinquish any responsibility on behalf of the Sayville Library's liability in the printing process or use of the printed object.

Date of Submission:

Patron Name:

Patron Library Barcode:

Contact Email:

Name of File(s):

Parent/Guardian Signature (if under 16):

Notes: