

## 3D Printing

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

- All requests must be made through the Library's online 3D Printing Request Form ([sayvillelibrary.org/services/3d-printing](http://sayvillelibrary.org/services/3d-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 printer's maximum allowable print size
- 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.