



The Stokes Brown Public Library 3D Printing, 3D Scanning, and Laser Cutter Policies and Procedures

The Stokes Brown Public Library's 3D Printer, 3D Scanner, and Laser Cutter are available to the public for educational purposes to make three-dimensional objects using a design that is uploaded from a digital computer file supplied by the patron.

- The equipment may be used for lawful purposes only. Patrons will not be permitted to use the equipment to create objects that are:
 - Prohibited by local, state, or federal law.
 - Unsafe, harmful, dangerous, or pose a threat to the well-being of others (i.e. guns, knives, or other possibly lethal weapons).
 - Obscene or otherwise inappropriate items for the library environment.
 - In violation of another's intellectual property rights. For example, materials that are subject to copyright, patent, or trademark protection.
 - Objects larger than the print area.
- The Stokes Brown Public Library reserves the right to refuse any project.
- Cost: 3D printing at the library will cost \$1.00 per object plus 10¢ per gram to offset the cost of the filament and maintenance of the 3D printer.
- The engraver may be used without charge; however, patrons must supply their own materials. The equipment is provided for educational purposes. Excessive use is not allowed.
- Items must be picked up within seven days. A requesting patron who does not pick up their prints may forfeit their rights to future use of the equipment.
- Patrons may only use the equipment alongside designated library staff.
- Supervision of the use of the equipment by library staff does not constitute knowledge or acknowledgement, of any unapparent final use of the product, and the library specifically disclaims any knowledge thereof.
- Library staff are not available to assist with the design of the computer file to be printed. Design is the responsibility of the patron.
- Files may not be dropped off to be printed. The equipment is for educational purposes only and patrons must help to get the print started. They may, however, come back later to pick up the final print.
- Same day printing is not guaranteed. Print times are estimates. Print jobs projected to last after closing time will not be allowed.
- The requesting patron must pay for the 3D print before it will be released to them.
- The requesting patron is responsible for all errors that occur during the printing process. If the object does not print correctly due to design errors, it is the responsibility of the

user to pay for the object. It is recommended that before you submit your file, you utilize software that checks for errors and helps to repair them.

- The patron is responsible to clean the printed object. Small bumps or holes and rough edges on the object may occur.
- The library is not responsible for damage that occurs to materials used in the cutter/ engraver. No reimbursement for incorrectly engraved/cut materials will be given.
- Patrons agree to follow all safety instructions given by staff, and to independently familiarize themselves with safe usage of the equipment.

Disclaimer

The Policy and Procedures may change at any time. While the Stokes Brown Public Library Staff make every effort to oversee the use of the equipment in the printing of the object, the use of the printed object upon completion is not under the control of the Stokes Brown Public Library. The Library is not responsible for any harm or injury incurred as a result of using the equipment or the object which is printed/modified.

By signing this Policy, I indicate that I understand the terms of the above policies and procedures and agree to abide by it when using the equipment. I relinquish any claim against the Stokes Brown Public Library for liability in the use of equipment or in the use of items created using the equipment.

Printed Name _____ Signature _____ Date _____

Parent/Legal Guardian (if user is under 18)

Printed Name _____ Signature _____ Date _____

APPROVED: 5/9/2025 UPDATED: 5/8/2026