3D Printing Policy

Putnam Valley Library strives to offer access to new, emerging, and established technologies to inspire creativity and encourage lifelong learning. This policy establishes the use of the Library's 3D printer.

Purpose

3D printers are intended for educational, entertainment and prototyping purposes. The Library does not provide access to 3D printers for production or sale of goods. Assistance with the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any final use of the 3D object. Once in possession by the patron, the Library expressly disclaims any and all personal injury or property damage caused by use or misuse of a 3D printed object.

Use

All use of 3D printers is directed by the product's capacity and staff discretion. For safety, all printing must be done when the library is open and people are present. Printing can be paused and continued the next day at discretion of staff.

The 3D printer was created for educational and demonstrative purposes and is not meant for industrial use. The 3D printer will primarily be used to demonstrate the 3D printing process and to print small materials.

Rules Governing the Use of 3D Printers

3D printers may be available to the public to make three-dimensional objects using a design that is uploaded from a digital computer file.

The public will not be permitted to use 3D printers to create material that is:

- Prohibited by local, state or federal law.
  Note: In New York State, it is illegal for any person to knowingly possess, manufacture, sell, transport, or possess firearms, which cannot be detectable by an X-ray machine.
- Unsafe, harmful, dangerous or poses an imminent threat to the wellbeing of others, including but not limited to drug paraphernalia and weapons. (Such use may violate the terms of use of the 3D printer design software.)
- Content or objects that may be construed as having intent to harm.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights or the 3D printer design software terms of use. For example, the printers shall not be used to reproduce material that is subject to copyright, patent, trademark or trade secret protection.

Copyright

The Putnam Valley Library does not claim to control the copyright for submitted 3D print files and is not responsible for the improper or illegal use of any printed 3D files.

It is the library patron's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. Library staff will provide any information available for specific items that it has available to the user in this regard if a specific request is made. The Library provides such information as a service to aid patrons in determining the appropriate use of an item, but that determination ultimately rests with the library patron.

Cost

3D printing as part of a library program may be free. The Library reserves the right to charge a fee to cover the costs of printing materials.

Putnam Valley Free Library **3D Printing Policy**	**Authority responsible for passing and revising policy:** Board of Trustees **Authority responsible for updating appendices as needed:** Library Director
Date adopted: August 21, 2023	**Most recent review by the board of trustees conducted on:** August 21, 2023 **Most recent update of appendices done on:** August 21, 2023

Putnam Valley LIBRARY

3-D Printer Project Application

Name: _____

Email:_____

Phone: _____

Projects should be completed in less than 7 hours. Please submit plans or file for printing to
Cole@putnamvalleylibrary.org
You will be notified of approval. Cost for printing is based upon the weight of the item. There can be up to a 2 week turnaround for project completion. The cost of printing must be paid for at the time of printing.

I have read and agree to follow the Putnam Valley Library 3-D Printing policy.

_____   _____

Name   Date

_____   _____

Guardian Signature if under age 18.   Date

Putnam Valley Staff Approval _____

Project Completion Date: _____

Total Cost of Project: _____

Paid: _____