



3D PRINTING POLICY

The Pine Bluff Jefferson Co. Library System-Main Branch has 3D printers available to all patrons of all ages with a library card in good standing. These printers can be used to make three-dimensional objects using plastic filament. Printers are located at the Training Lab and Children's Department at the Main Library.

3D PRINTING RULES

- The library's 3D printers may be used only for lawful purposes. Patrons will not be permitted to use the library's 3D printers to create objects that are:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous, obscene or an immediate threat to the welfare of others.
 - In violation of another's intellectual property rights, i.e. the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- The library reserves the right to decline any 3D print request.
- The library will charge **¢.035** for every gram of filament used. Some items may be subject to additional charges for supports.
- The amount of projected filament use will be determined prior to printing.
- Only designated library staff will have hands-on access to the 3D printer.
- Facilitation of the printing process by library staff does not constitute knowledge of any intended final use of the 3D printed product.

3D PRINTING PROCEDURES

Patrons who wish to have an object created on our 3D printers can send information about their print by:

Email or submit a 3D print request form with file attached in .stl format to help@pineblufflibrary.org

Patrons can also contact the lab attendant on the 2nd floor of the Main Library to schedule an appointment with designated staff for assistance.

Patrons who request a 3D print will be contacted by a PBJCLS staff member via email or text for next steps after request form is submitted.

Patrons are not required to stay for the duration of a print job. However, patrons are responsible for picking up 3D printed item within 14 days of notification that the item is complete.

Printing priority is based on a first-come, first served system, however priority may be given to library programs.

Patrons may submit only one file at a time for printing. However, for objects requiring multiple parts, more than one file will be allowed. Patrons should be aware of a longer wait time for multiple file prints.

Designated library staff will view all files in slicing software before printing.

Items may be picked up at the Main Library Circulation Desk after completion. Wait time will vary based on number/size of items in print queue and other possible unforeseen issues with the 3D printer (part replacement, etc.)

Except in cases of mechanical failure, objects failing to fully print, errors in the print process, or other factors not in the control of the patron, patrons are expected to pay for completed objects. Patrons may not request a new print at no cost due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron. Final product may require additional sanding to cleanup excess filament.



3D Printing Request Form

Attach this form along with the . stl file, and email both to **3dprint@pineblufflibrary.org**. Please be sure to read the Mobile Public Library's 3D Print Procedures before submitting. You will be contacted via email or text about details regarding your print status.

Patron's Name: _____

Library Card Number: _____

Email (required): _____

Confirm E-mail: _____

Library Pick up Location: Main Library Circulation Desk

All prints will be made using PLA filament.

Please Provide Three Acceptable Colors for 3D print, requests here:

I have **read** and **agree** to the terms listed on the library's 3D Printing Rules and Procedures

Signature: _____

*** Please remember to attach 3D Print File to e-mail in. stl format

Additional Comments: