

**Greenwood Lake Public Library**  
**Policies Manual**  
**Section XI**

**3-D Printing Policy**

**Statutory Requirements**

3D printer may be used only for lawful practices. Library users may not create material that is:

- Prohibited by local, state or federal law
- Unsafe, harmful, dangerous or poses a threat to the well-being of others
- Obscene or otherwise inappropriate for the library environment
- In violation of another's intellectual property rights.
- Regulated or requires a license to use or carry
- The Library reserves the right to deny any 3-D print request

By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless, in all matters related to patented, trademarked or copyrighted materials.

The Library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of the content produced on the 3D printer. It is the patron's responsibility to ensure that an object will print correctly. Payment is required despite the outcome of the print.

Only designated library staff will have hands-on access to the printer.

**General Usage Guidelines**

3-D printing will be open to the general public.

Patrons must submit a fully completed project submission form for approval as well as an electronic file to [3Dprinting@gwllibrary.org](mailto:3Dprinting@gwllibrary.org) or submitted in person on a flash drive.

Patrons are limited to one print per week unless approved by the director.

Patrons will be notified upon print job completion. Completion times are contingent on size of project and availability of staff but most will be ready for pickup within one week of request approval and receipt of file.

Projects must be picked up by person who submitted the request unless a proxy note is on file.

Greenwood Lake Public Library cardholders will be given priority printing for order of print completion and will have the privilege of payment upon pickup of project. If an item is not picked up within 14 days of notification of completion, the cost of printing the item will be added to the user's library account.

Patrons that are not local cardholders or live outside the Greenwood Lake Union Free School District must pay the estimated print time cost in advance.

Current charges for printing are \$1.50 per hour of printing. A time estimate will be given at the time of design submission. Any supporting material is to be removed by the library user and is included in the cost of printing. There will be a minimum charge of \$1.50 per print and 1/2 hours will be rounded in .75 increments.

## Greenwood Lake Public Library

### 3D Project Submission Form

1. Name:
  2. Email address:
  3. Best phone number to reach you:
  4. GWL library card number:
  5. If not a cardholder, payment in advance is required and we'll need your home address below.
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Please indicate a first and second color choice (we will use the second choice if we are out of your first choice):

- White
- Green
- Red
- Purple
- Gold
- Blue

Additional comments about your printing job:

Signature\_\_\_\_\_

Date\_\_\_\_\_

Info below to be completed by Greenwood Lake Public Library staff only

Estimated 3-D print cost \_\_\_\_\_ (additional cost may apply) Date Paid

\_\_\_\_\_

Payment Received by (staff member's name)

\_\_\_\_\_

Project approved by \_\_\_\_\_ Date of Approval

\_\_\_\_\_