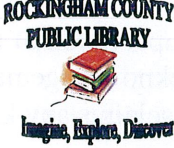
	Rockingham County Public Library Policy 3D Printing Policy	
Department: Library	Policy #: 3.10	Pages: 2
Prepared by: Michael P. Roche		Effective Date: 07/01/2016
Approved by Library Director: <i>Michael P. Roche</i>		Revised: _____
Approved by Trustees:		_____
Authority Source: County Manager		_____
Signature: <i>Rance L. Metzger</i>		_____

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. The following file formats are acceptable: .stl, .obj, or .thing, file format.

The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well being of others. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate print jobs for the Library environment.
- In violation of another's intellectual property rights or violates copyrighted material. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- The Library reserves the right to refuse any 3D print request.

Cost: 3D printing at the Library is \$1.00 per hour with a minimum of \$2.00, any addition minutes will be charged as a full hour. The cost of printing must be paid before printing begins. The cost of printing is not refundable once printing begins.

Items printed from Library 3D printers that are not picked up within 21 days will become property of the Library. The individual who requested the item to be printed must pick up items.

Patrons wishing to use the 3D printer must have a library card in good standing.

Supervision of the use of the 3D printer by library staff does not constitute knowledge of or acknowledgement of any unapparent final use of the 3D product. The library specifically disclaims any knowledge of the final use of the 3D product.

Prints will be left as-is upon completion; finishing work, such as removal of excess material, will be left to the patron. Any damage after the print job is complete and given to the individual is the responsibility of the individual.

Only trained Library staff and volunteers will have hands-on access to the 3D printer.