

## **Appendix W**

### **3D Printer and Printing Policy**

#### **Purpose**

Whitman County Library provides community access to new and emerging technologies such as 3D printing to inspire interest in design and help the community bring their creations to life. This policy establishes how and under what circumstances residents of Whitman County Library District may use the library's 3D printer and printing capabilities.

#### **Policy**

3D printing allows patrons to make a 3D object out of plastic. The object design may be uploaded from a digital computer file.

1. The library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the library's 3D printer to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
  - e. WCL does not provide access to 3D printer for the production or sale of goods.
2. 3D print requests will only be accepted from residents of Whitman County Library District and paying non-resident cardholders. Reciprocal cardholders are invited to pay the non-resident fee to participate.
3. The library reserves the right to refuse any 3D print request including those owing \$10 or more on their library account or those residing outside of the library district.
4. Cost: 3D printing will cost the user \$1.00 per object plus ten cents (\$0.10) per one gram to offset the cost of the filament and maintenance of the 3D printer. Before a print is released to the user, they must have any and all print invoices paid in full.
5. Items printed from the library's 3D printer must be picked up within 7 days from the Colfax Branch or they become the property of the library. Items must be picked up by the individual who printed them, a parent, guardian, or designee.
6. The library will schedule only one print job per day per person.
7. Only designated library staff or volunteers will have hands-on access to the 3D printer.
8. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any final use of the 3D product, and the library specifically disclaims any knowledge thereof.

9. Once in possession by the patron, WCL expressly disclaims any and all personal injury or property damage caused by use or misuse of 3D printed object.

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