

Hamilton Public Library 3D Filament Printer Policy & Procedure

- The 3D printers are run and managed by Library staff, only.
- A deposit fee of \$2 (per item) must be paid at the time the order is placed.
- Complete the order form and submit to library staff, either in person or via email.
- Designs are available on several sites: Thingiverse, MyMiniFactory, and YouMagine.
 - ★ Prints cannot be done in multiple colors unless there are multiple parts.
- Designs must be less than 350mm x 350mm x 400 mm (13.8" x 13.8" x 15.7") to fit print bed.
- 3D designs must take less than 8 hours to complete. The design must be capable of being printed during one run. Print time estimates can be calculated using the Creality slicing software.
- Turn-around time on prints cannot be guaranteed. Orders will be printed in order of submission and could take up to 2 weeks if the queue is exceedingly long. You will be informed of estimated completion time at time order is submitted.
- **Print job files must be in .STL format and emailed to the Library, stacey.hamiltonlibrary@gmail.com, or provided on a removable USB drive. Files must be uncorrupted.** Staff will not try to print an item more than twice. Staff will not modify or change models once submitted.
- The Library will provide the PLA+ Filament, available in 11 colors.
- Staff prepare the file for printing using the Creality slicing software. This software determines the amount of material that will be used in the printing process, including supports and rafts.
 - ★ Customers will be charged according to Creality's determination of weight.
- **Deposit fees will count towards the total cost of the print job. The minimum charge for printing is \$2.**
- **Prints are 20¢ for every gram of plastic used for HPL cardholders.**
- **Prints are 40¢ for every gram of plastic used for non-cardholders.**
- Customers will be notified of the cost of the print job **before** the job will proceed. **Printing will not occur until full payment for job is received.** No alterations can be made once the print job has begun.
- Customers will be notified immediately upon job completion and prints will be held for 14 days, after which the print will become the property of the library, unless prior arrangements were made.
- Refunds are not given for prints that do not result as the patron expected or intended.
- Some parts may need to be printed with supports or rafting that can be removed once the print job is complete. Part cleaning can typically be done with pliers, but, if a knife is needed, always point the blade away from your body and use a solid work surface to remove the plastic. Customers are responsible for desired post-processing of their print such as filing or removing support plastic. Library staff is unable to assemble a print that has multiple parts. Staff cannot be held liable for damages once the print has been given to the patron.
- Cash payment will be the only acceptable form for all 3D printing jobs.

Print Specifications

- Prints must comply with copyright and safety restrictions.
- Prints must be intended for lawful purposes and must not be prohibited by local, state, or federal law.
- Prints that are dangerous or pose a threat to the well-being of others will not be printed.
 - No print that may function as a weapon or part of a weapon will be allowed.

Library staff reserve the right to refuse any print job.

Hamilton Public Library 3D Filament Print Order Form

Customer's Name (Printed): _____

Library Card # _____ Check here for non-cardholder

Email: _____ Phone #: _____

I prefer to be contacted via Email Phone Call

3D Print Job NAME: _____

Color: (Choose one) Black Blue Fire Engine Red Orange Peak Green
 Pink Purple Red Silver White Yellow

Any other Specifications (Infill, Supports, Adhesion/Rafts, etc.): _____

Printing will not occur until full payment for job is received. Cash payments only.

I have read and agree to ALL 3D Printer Policies & Procedures.

Sign Here: _____ Date: _____

For any additional assistance, contact a staff member.

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STAFF USE ONLY

Submission Date: _____ Deposit Fee (\$2.00) Paid: Yes No Staff _____

Library Card Holder (20¢/gram) Non-cardholder (40¢/gram)

Weight: _____ (grams) Total Cost: _____

Customer contacted regarding cost Customer paid total cost Staff _____

Printing Approved: _____ Staff _____

Code Prepared: _____ Build Time: _____ Staff _____

Print completed: _____ Hold Until: _____

Print picked up: _____ Staff _____

(Customer signature)

(Date)