

Alamosa Public Library
300 Hunt Avenue
Alamosa, CO 81101

3D Printing

As part of our mission to inform, educate, and culturally enrich the population of the City of Alamosa and the San Luis Valley, the Alamosa Public Library provides access to technology that offers 3-D Printing to the public. A nominal fee will be charged. These are staff-mediated services and are available on a first-come, first-served basis and will only be permitted during Library hours by appointment only. An appointment may be obtained by phone, in-person, by email or via an online form.

I. Procedures

- A. Use of the 3D printer is at the discretion of the designated library staff. Only designated Library staff will have hands-on access to the 3D printer.
- B. Individuals may submit only one file at a time for printing; however, if time and staffing permit, Library staff, in their sole discretion, may permit an individual to submit more than one file for printing. Files containing more than one object are permitted. Patrons are solely responsible for the creation and editing of design files.
- C. The patron must make an appointment, fill out the 3D Printing Request Form (attached), and obtain the designated flash drive for file transfer. Personal flash drives will not be accepted by staff for 3D printing.
- D. The Alamosa Public Library will attempt to complete patron print jobs within 7 business days.
- E. Prints will only be made using resin provided by the Alamosa Public Library.
- F. The Alamosa Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor the functionality or quality of content produced on the 3-D printer.
 - a. The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the individual requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.

II. Fees

- A. The cost to print is \$0.10 per ml of material (rounded up to the nearest whole ml) used for printing as well as \$0.10 per 100 layers (rounded up to the nearest 100), as estimated by the slicing software. In addition to these variable costs, there is a \$2.00 processing fee.
- B. Payment is due prior to printing.
- C. Refunds are not permitted for items that are not picked up within the allotted time frame.

III. Content of Prints

- A. The Alamosa Public Library reserves the right to refuse production of any content at any time at the discretion of the Library Manager, using the criteria listed below.
- B. The 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create objects that are
 - a. prohibited by state or federal law. Examples of specific content that will not be produced includes, but is not limited to:
 - i. Content or objects that are harmful to minors.
 - ii. Content or objects that have been determined to be obscene or otherwise inappropriate for the Library environment by the Library Manager.
 - iii. Content or objects that may be construed as having intent to harm, be unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others; for example, guns, knives, or other possible lethal weapons.
 - iv. Content or objects that may infringe upon the intellectual property rights of a third party. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- C. Supervision of the use of the 3D printer by Library staff does not constitute knowledge or acknowledgement of any unapparent final use of the 3D product and the Library specifically disclaims any knowledge thereof.

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

Approved
Library Board of Trustees
May 24, 2022

3D Printing FAQ's

1. What is "slicing" and how do I slice my print?

"Slicing" refers to the process by which software converts a 3-dimensional object model into instructions for the 3D printer to follow. Slicing software is available on the public computers. The available software is NOVAMaker.

2. I don't know anything about 3D printing. Can I get help?

Patrons are primarily responsible for modeling and slicing their files, however if help is needed, they can make an appointment with library staff for one-on-one assistance.

3. How big is your printer?

Maximum size of objects our 3d Printer can print is 130x80x150mm.

4. What if my print fails?

Printing designs are not guaranteed to come out as intended and can be affected by any number of variables, such as size, complexity and overhanging areas. The Library **does not** refund printing fees for completed items which do not come out as intended due to options selected by the individual requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.

If a model is found to be printing improperly, Library staff will attempt to print the model a second time. After the second failed attempt, the print request will be placed on hold and the individual requesting the 3D print will be contacted. The file must be fixed before library staff will approve a 3rd attempt to print.

5. What happens when my print is done?

Patrons will be notified when their print job has been completed, and all files will be deleted from the system at that time.

Projects which are not picked up within seven (7) Calendar days following notification become the property of the Alamosa Public Library and may not be retained at Library staff discretion.

Items must be picked up by the individual who printed them or the alternative person designated on the form.

3D Printing Request Form

Date: _____ **Time:** _____

Name: _____

Alternate Pickup: _____

Phone #: _____

By Signing this form you agree to abide by the Alamosa Public Library's 3D Printing Policy.

Signature: _____ **Date:** _____

Cost Calculation:

Layers cost \$0.10 per 100 layers

A. Money due : _____

Material costs \$0.10 per ml.

B. Money due : _____

Cost of A: _____ + cost of B: _____ + \$2.00 Processing Fee

Total Due: _____ **Initial & Date when Paid:** _____