

ELIZABETH TITUS MEMORIAL LIBRARY  
3-D PRINTER POLICY

The Elizabeth Titus Memorial library desires to offer the community access to new and emerging technologies such as 3-D printers to inspire an interest in design and help the community bring their creations to life. This policy establishes guidelines for use of the Library's 3-D printer.

The 3-D printer is available to the public for the creation of three dimensional objects in plastic using a design that is uploaded from a digital computer file. Any 3-D drafting software may be used to create a design as long as the file can be saved in .stl format.

The Elizabeth Titus Memorial Library will not print items that may result in legal action against the library, its employees, or library board members. Only designated library staff will have hands-on access to the printer. The Director, Assistant Director, and the Children's Librarian are the only individuals who can approve or disapprove a 3-D project. The following items will not be printed:

1. An object that may function as a weapon, or part of a weapon.
2. Facsimiles of weapons.
3. Items prohibited by local, state, or federal law.
4. Any item that is 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.)
5. Obscene or otherwise inappropriate for the library environment.
6. Items 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.

**The Library reserves the right to refuse any 3D print request.**

Cost: The library will charge \$.25 for each meter of filament used to complete a project. Items must be picked up by the individual who printed them within 7 days of completion or they will become the property of the library.

Approved by the ETML Board of Trustees on November 25, 2014.

*Dawn Becker*

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Dawn Becker, President

*Kathy Wood*

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Kathy Wood, Secretary