Purpose: To provide unique and emerging technology access to our library's community for their enrichment. Access to this technology can encourage lifelong learning, career development, and recreational pursuits to patrons of all ages in the Zion-Benton community. This document describes how and under what circumstances the public may use the library's 3D printer.

Guidelines:
1. The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
    a. The Zion-Benton Public Library reserves the right to deny any print request if the print job
        i. Requires too much time to print. This is up to the discretion of the makerspace staff.
        ii. Is obscene or otherwise inappropriate content for the Library environment.
        iii. Is in clear violation of copyright or intellectual property rights.
2. Cost: There is a fee of $.10/gram of plastic used. Patrons are responsible to pay for any misprints or files that print with defects.
    a. For patron convenience, cost is determined before the file begins printing.
3. Items must be picked up by the individual who printed them within 5 days of the file being printed. Items printed from Library 3D printer that are not picked up within 5 days will become property of the Library.
4. Only designated Library staff will have hands-on access to the 3D printer.

Procedures:
The procedures for printing from the Library's 3D printer are as follows:
1. Design creation:
    a. The 3D printer can print files that have been designed by the patron using a CAD (computer assisted drawing) format. Staff can direct patrons to software and websites to learn more and begin designing their own files.
    b. Any 3D design software can be used by the patron to design files as long as the file is saved in a .stl or .obj file format.
    c. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
        i. Patrons must determine whether file has a creative commons license and is available for free distribution.
2. Submitting a design for printing:
    a. Patrons wishing to use the 3D printer should schedule a time to bring their file (in .stl or .obj file format) to the Sandbox makerspace during open hours. To schedule an appointment, please call 847-872-4680 ext. 119 or email elisem@zblibrary.org.
    b. During scheduled appointment, staff will upload the file to our 3D printing software.
        i. Staff may need to rescale the size of the print if it exceeds allowable limit.

      c.   Wait/pickup time: Items may be picked up at the Sandbox makerspace. The print time of each file is determined before file is sent to the printer. Patrons have 5 days to pick up their print after job is complete.

3. Please note that procedures governing the use of the Library's 3D printers are subject to change.