

Coeur d'Alene Public Library

3-D Printing Policy

Approved by Coeur d'Alene Public Library Board of Trustees August 22, 2018

1. 3-D printing is available for Coeur d'Alene library patrons.
2. Files must be submitted to library staff on a thumb drive in .stl format.
3. Library staff will determine (along with the patron) if the print will work within printer and time restrictions.
4. The library prohibits the use of its 3D printers to create items that are in violation of local, state or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights.
5. The library will review all print jobs prior to printing, and reserves the right to refuse any 3D print request.
6. Only designated library staff may have hands-on access to the 3D printers.
7. While the library will maintain the confidentiality of users' printing history in accordance with library policy, the prints themselves may occur within public view, and the library makes no guarantee that any particular print will not be seen by members of the public.
8. The library will determine such charges in order to recover costs. Patrons may be limited to a specific number of print jobs based upon demand, as determined by library staff.
9. The library does not guarantee a successful print. The library is not responsible for failed prints but will work with the patron to get the best print possible. The patron is ultimately responsible for the object design.
10. 3D printing will occur only during library open hours. Print jobs with estimated completion times that would exceed library open hours will not be started until the next open day. Print jobs with an estimated completion time that would exceed the longest scheduled open hours will be declined. Otherwise, print jobs will be completed on a first-come, first-serve basis.
11. In order to claim a printed item, a patron must produce library card number or a receipt of payment. Items not claimed within fourteen (14) days will become the property of the library and no refund will be given for such items.