<div align="center">**Maplewood Memorial Library**
3D Printer Policy</div>

Purpose

Maplewood Memorial Library offers its patrons a place to connect and learn. Access to new technologies such as the 3D printer, provides a place for innovation, creativity and discovery. This policy describes how and under what circumstances patrons may use the 3D printer.

Policy

The Library's 3D printers are available to Maplewood Memorial Library cardholders to make three-dimensional plastic objects using a design that is uploaded from a digital computer file under the supervision of a trained staff member or volunteer on a first come, first served basis.

I. Cost: The Library will charge $1.00 for each printed object, and then an additional $0.25 for each 0.1 oz. over 1 ounce

II. Restrictions: The Library reserves the right to refuse the production of any content at any time at the discretion of Library staff. Examples of objects that will not be produced include, but are not limited to:

- Objects that are illegal or harmful to minors

- Any object that is unlawful, threatening, abusive, tortuous, obscene, racially, ethnically or otherwise objectionable

- Objects that may be construed as having intent to harm or capability of harming an animal or person in any way

- Objects that may infringe upon the intellectual property rights of a third party

- Objects larger than 8" x 10" x 8"

By submitting objects for printing, the patron assumes all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

Procedures

I. Designing

- Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj file format

- The computers in the Library's computer lab are equipped with Rhinoceros 3D modeling software that may be used to create a design

- Digital designs also are available from various file-sharing databases such as Thingiverse.com

II. Printing

- Patrons who wish to print should bring their file in .stl or .obj format (25MB or less) to the Computer Lab. Staff will add the model to the printing queue.

- If there is high demand, the Library will schedule only one print per day per person or entity.

- The files will be readied for printing in Simplify3D or other authorized software. The Library will view all files in Simplify3D or other authorized software before printing.

- Wait/pickup time: Items may be picked up at the Hilton Branch Circulation Desk. It may be difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.

- Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Please note that the procedures governing the use of the Library's 3D printer are subject to change.
For more information or to schedule use of the 3D printer, email:**3Dprinter@maplewoodlibrary.org**

Revised and adopted: June 17, 2014 by the Library Board of Trustees