Purpose
Rochester Public Library strives to offer the community access to new and emerging technologies to inspire creativity and learning for library users. This policy establishes guidelines for the public use of 3D printers.

Policy
A 3D printer is available at selected libraries (see below for locations & contact information) for library users to make three-dimensional objects using a design that is uploaded from a digital computer file.

1. The 3D printer may be used only for lawful purposes. Library users may not create material that is:
    a. Prohibited by local, state or federal law.
    b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
    c. Obscene or otherwise inappropriate for the library environment.
    d. In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
    e. Regulated or requires a license to use or carry.
2. The Library reserves the right to deny a 3D print request.
3. The Library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.
4. Only designated Library staff may have hands-on access to the 3D printer at certain locations.
5. The library reserves the right to charge a fee for printing.
    a. A fee of $1.00 per hour of printing is required at pick up. This fee allows the library to purchase the printing material. The length of time for printing is indicated by the 3D printing software before printing is started.[1]

Guidelines
1. Library users are allowed one print job per day.
2. Staff will notify the patron when the job is complete.
3. Items must be picked up by the individual who submitted the request.
4. All files will be deleted from the library computer system once the print job has been completed.

Availability
3D printing is available at the following locations:
Sully Branch in the Ryan Center
530 Webster Avenue, 14609
585-428-8208
email contact: sulcirc01@libraryweb.org

Central Library of Rochester & Monroe County
Chester Carlson Patent & Trademark Center
Bausch & Lomb Public Library Building, 3rd Floor

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[1] Printing fees for original inventions may be waived at the discretion of the patent librarian.

115 South Avenue
Rochester, NY 14604
585-428-8110
email contact: **carlsonptrc@libraryweb.org**

Design Creation:
1. Acceptable file formats are:
   a. .stl
   b. .obj
   c. .thing
2. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
3. The Central Library provides on-site computer access to the design software Sketch-Up. Please call to make an appointment if you need this service.

Submitting a Design:
Central Library:
1. Bring file (in .stl, .obj, or .thing file format -no larger than 25MB) to the Science & History division during open hours on a flash drive **or** email it to **carlsonptrc@libraryweb.org**.
2. Staff adds the file to the printing queue and prepares printer for printing.
3. Staff prints item.

Sully Branch:
1. Complete a 'Request to Print" form. Staff will create a hardcopy for requests submitted online.
2. Bring file (in .stl, .obj, or .thing file format -no larger than 25MB) to the Circulation Desk during open hours.
3. The file can either be submitted on a flash drive or emailed to the contact listed above under "Availability."
4. Staff adds the file to the printing queue and prepares printer.
5. Staff prints item.

Claiming a Completed Item:
1. The library user will be notified when their completed item is ready to be picked up.
2. Items may be picked up at the library of origin during regular library hours.
3. Items not picked up within 7 days will become property of the library.

Payment:
Items may be paid for in cash or by credit card. At the Central Library payment for items will be accepted at the first floor circulation desk and items can be picked up there. At the Sully Branch payment will be accepted at the circulation desk.

Rochester Public Library
www.libraryweb.org

3D Printing Request Form

Please submit the following to request 3D printing. Items may be picked up at the Circulation Desk.

Date:	
Name:	
Library Card #:	
Phone Number:	
Email Address:	
Signature:	

By filling out this form, you agree to the policy terms.

Disclaimer: Neither the library nor the City is responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of the any usage of the equipment.

Staff Use Only	
Staff Accepting Print Job:	
Staff Producing Print Job:	
Date Job Completed:	
Date Job Picked Up:	