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. NYS law prohibits the creation of 3D printed guns – see
    https://www.nysenate.gov/legislation/bills/2019/s1414/amendment/original

    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. The length of time for printing is indicated by the 3D printing software before printing is started.

    b. Items may be paid for in cash or by credit card. (Cash only at Sully.)

    c. At the Central Library payment for items will be accepted at the first-floor circulation desk and items can be picked up there.

    d. At the Branches, payment will be accepted at the circulation desk.

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:

Central Library of Rochester & Monroe County

115 South Avenue

Rochester, NY 14604

Carlson Center for Intellectual Property

Bausch & Lomb Public Library Building, 4th floor.

Phone: 585-428-8194

E-mail: melissa.cobo@libraryweb.org

Charlotte Branch*

3557 Lake Avenue

Rochester NY 14612

Phone: 585-428-8216

E-mail: crprint@libraryweb.org

*Limited to smaller print jobs.

Lyell Branch

956 Lyell Avenue

Rochester, NY 14606

Phone: 585-428-8218

E-mail: ly@libraryweb.org

Sully Branch - Ryan Center

530 Webster Avenue

Rochester, NY 14609

Phone: 585-428-8208

E-mail: sullyprint@libraryweb.org – Please put 3D print in subject line of email.

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.

Submitting a Design:

Central Library: Contact the Carlson Center for Intellectual Property at 585-428-8194 or email melissa.cobo@libraryweb.org.

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.

4. Staff adds the file to the printing queue and prepares printer for printing.

5. Staff prints item.

Sully & Charlotte Branches:

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 contacts listed above.

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.

Approved by the RPL Board of Trustees May 28, 2014

Revised February 26, 2018

Revised June 29, 2022
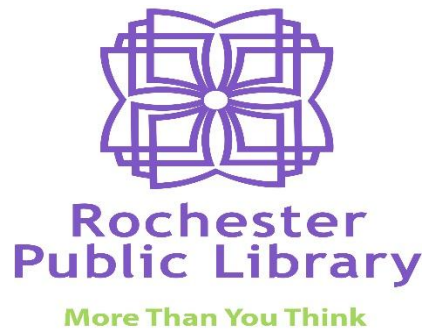
3D Printing Request Form

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:	