ASHBURNHAM STEVENS MEMORIAL LIBRARY

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3D Printing Policy

The Stevens Memorial Library's 3D printer is available to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. The 3D printer is available for use during Library programs that are dedicated to instructing attendees on how to use the 3D printer for a specific project. Only designated Library staff, or approved Library program presenters have hands-on access to the 3D printer. The Library reserves the right to deny use of the equipment by any program participants that do not follow the Library's policy.

The Library does not guarantee a successful print of 3D objects, or the quality of the print job. The Library is not responsible for the subsequent safety of any item made with the 3D printer. Program attendees are encouraged to familiarize themselves with the Library's 3D Printing Policy before attending a Library program that utilizes the printer. There is no cost associated with using the 3D printer in a Library program unless otherwise indicated.

Appropriate Use of the Printer:

The public will not be permitted to use the Library's 3D printer to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another person's intellectual property rights. For example, to reproduce material that is subject to copyright, patent or trademark protection.

Requirements for Printing:

3D Printing is the action or process of making a physical object from a three-dimensional digital model, typically by laying down many thin layers of a material in succession.
All 3D printing requests must fulfill the following requirements:

- The print file submitted must be designed in one of the designated formats. Library staff or program presenters will determine which formats best fulfill the program's goals.
- Only one print request per person will be accepted and printed during a Library program, unless otherwise instructed by the program presenter.
- The print object must be smaller than 20 cm x 20 cm x 20 cm.

Library staff or program presenters will review every object file before it is printed. The Library reserves the right to refuse any 3D print request. The nature of 3D printing does not allow complete patron privacy, but the Library will not share information about a patron's legal activities with third parties.The printer will only print an object in a single color. Color preferences may be indicated or submitted, but Library staff or the program presenter will determine the color of the filament based on availability. Library staff or program presenters reserve the right to resize projects as needed to fulfill the project.

The Library is not responsible for failed 3D prints.The Library is not liable for functional failure, injuries, or property damage caused by objects or materials made through the use of the Library's 3D printer. The Library strongly recommends that 3D printers not be used to make things that could result in significant cost if they fail.

3D Printing Procedure

Design Creation:

- The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products, or instruction from a Library program presenter. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .3mf file format or another format designated by the program instructor.
- Library patrons must design, scan, image, create or download their own models for use on the 3-D printer; Library staff or program presenters are available for assistance in this process.

Submitting a Design for Printing:

- Library patrons wanting to use the 3D printer must sign up for a Library program that utilizes the 3D printer.
- Library staff or program presenters review and prepare all project files, so please submit appropriate objects.
- Staff reserve the right to refuse printing any item.

The Final Product:

- Your project will be completed during the Library program or participants will be notified by phone or email when your print is complete.

- Procedures governing the use of the Library's 3D printers are subject to change.

Approved by Library Board of Trustees, February 2026