

POLICY ON 3D PRINTING

In conjunction with its mission, the Port Jefferson Free Library is committed to offering community access to both established and emerging technologies. By providing access to “3D” printing services, the Library intends to motivate experimentation, creativity and an interest in design; and to provide individuals the opportunity to bring their creations to life. This policy establishes regulations to adhere to on the matter of the utilization of the Library’s 3D printers.

1. The Library’s 3D printers produce three-dimensional objects in various materials using a design that is uploaded from a digital computer file. Printing is available to all those holding a valid Suffolk County library card in good standing; however, priority will be afforded to Port Jefferson Free Library cardholders. Those under the age of 18 may submit design files with the permission of a parent or guardian.
2. The Library’s 3D printers may be utilized only for lawful purposes. It is not permitted to utilize the printers to create objects that are:
 - a. in violation of another’s intellectual property rights; printers will not be used to reproduce objects that are subject to copyright, patent or trademark protection;
 - b. prohibited by local, state or federal law;
 - c. unsafe, harmful, dangerous or that pose an immediate threat to the well-being of others (n.b., such use may violate the terms of use of the manufacturer); or
 - d. obscene.
3. Library staff will review each design file before it is printed. The nature of 3D printing does not permit unfettered user privacy; however, Library staff will not share information relating to a user’s legal 3D printing activities with third parties.
4. The Library reserves the right to refuse a 3D print request.
5. The Library reserves the right to charge a fee that covers the printing costs. The fee will be waived in cases of mechanical failure, incomplete printing, or errors in the print process that are not due to design flaws.
6. The Port Jefferson Free Library makes no warranty, expressed or implied, of the usefulness for a particular purpose of any object produced by its 3D printers. The Library strongly recommends that 3D printers not be used to make objects that could cause personal injury or property damage if they fail during use.
7. Only designated Library staff will have hands-on access to the 3D printers.
8. In times of high demand, the Library may impose restrictions on printing.
9. Users will be notified when their completed objects are available. Printed objects must be retrieved by the individual who submitted the design file. Items that are not retrieved within 14 days are to be deemed to become the property of the Library and may be discarded or recycled.

Adopted: April 25, 2016