

ST. CATHARINES PUBLIC LIBRARY BOARD**POLICY**

| | | |
|---|---|--------------------------|
| Section: General Number: G18 | Subject: 3D Printing Policy | Motion #: 2017-11 |
| Approval Date: January 26, 2017 | Effective Date: January 26, 2017 | Review: Annual |
| Notes: Approved at the Board Meeting of January 26, 2017 | | |

POLICY STATEMENT

The St. Catharines Public Library strives to offer community access to new and emerging technologies. The purpose of this policy is to establish the acceptable use of the Library's 3D printing equipment by the public in collaboration with Library staff.

Definitions

There are no definitions.

Regulations

1. The use of the 3D printers must conform to the Library's 3D printing policy.
2. The Library's 3D printers may only be used for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - Prohibited by provincial 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's intellectual property rights; for example, the printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.
3. The Library's 3D printers are available to the public to make three-dimensional objects in filament using a design that is uploaded from a digital file.
4. Files can only be saved on an external memory source such as a flash drive.
5. In submitting digital files (STL, OBJ, THING) for printing, the customer agrees to assume all responsibility for and shall hold the Library harmless in all matters related to intellectual property rights including but not limited to patent, trademark and copyright.
6. Printers will be operated by Library staff only.

7. Requests for printing will be managed by staff in the Adult Information Services Department on a first come first served basis. A waiting list will be maintained and patrons will be able to leave a copy of their files with staff. Staff will add the print job in the schedule and will notify the patron when the job is done.
8. Print requests will only be processed during open hours from Tuesday to Saturday.
9. Customers will be limited to 3 prints per week. Customers will not be allowed to print 3 requests in succession if there is a waiting list.
10. Printing costs are \$5.00 for all prints up to and including 30 grams of filament, plus an additional \$0.15 per gram of filament beyond 30 grams. Printing costs are taxable. Payment is required in full prior to printing. Payment can be made in cash or debit card. Refunds are not permitted.
11. The Library reserves the right to refuse any 3D print request.
12. The Library is not responsible for the functionality or quality of content produced on the 3D printers.
13. Items printed from 3D printers that are not picked up within 14 days will become property of the Library.
14. The Library is not responsible for any electronic files or physical property left behind at the Library.
15. All requests to be included on the 3D Printing Schedule and Sign-in Sheet (attached).
16. 3D Printer Acceptable Use Agreement to be filled out by patron (attached).

Implementation

The Policy shall be implemented by the C.E.O.

Attachments: 3D Printing Schedule and Sign-In Sheet
3D Printer Acceptable Use Agreement

LS/lb/nb

| |
|---------------------------|
| Policy Reviewed by C.E.O. |
|---------------------------|

| |
|--------------|
| January 2017 |
|--------------|

3D Printing Schedule and Sign-in Sheet

This sheet to be filled out by Library staff

| Patron Name (Print) | Phone or Email | Weight | Cost | Date Submitted m/d/y | Date Printed m/d/y | Date Notified m/d/y | Date Picked Up m/d/y | Paid |
|----------------------------|--|---------------|-------------|---------------------------------|-------------------------------|--------------------------------|---------------------------------|-------------|
| eg. Doug Smith | eg. dsmith@gmail.com | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

ST CATHARINES PUBLIC LIBRARY

3D PRINTER ACCEPTABLE USE AGREEMENT

Use of the 3D printer requires that you accept the terms of the Library's 3D Printing Policy.

I, _____ (print name) am fully aware of the policies and procedures that are in place governing the use of the 3D Printer at the St. Catharines Public Library.

I agree to follow, or ensure my child follows, the St. Catharines Public Library's rules and regulations regarding the use of the Printer, as outlined in the 3D Printing Policy.

I understand that there must be no infringement of any person's intellectual property rights, such as copyright, when using the 3D Printer to create a work.

Name (Print)

Signature (Parent/Guardian Signature if under age 16)

Date

E-mail Address/Telephone # (Parent/Guardian if under age 16)

- In checking this box, I am giving permission to the St. Catharines Public Library to feature my 3D Print creation on their social media platforms (Facebook / Twitter / Pinterest).