



Policy Name	3D Printing		
Section & Number	Management	Effective Date	2017-01-26
Motion Number		Last Review	2025-11-26
Author	Manager, Customer Service	Next Review	2026

Policy Statement

The 3D printing service supports St. Catharines Public Library's (SCPL) mission to provide spaces, resources, and experiences for all citizens to learn, grow, and connect.

This policy outlines the acceptable use of SCPL's 3D printing service, which is available to the public in collaboration with library staff. Customers must agree to terms and conditions outlined in the Acceptable Use Agreement before their item(s) will be printed.

Scope

This policy applies to all SCPL 3D printing services that are available to the public.

Definitions

3D Printing: Specialized printer allowing customers to create three-dimensional objects from PLA filament using their submitted digital design files.

PLA filament: A thermoplastic known as Polylactic Acid.

Operational Guidelines

1. Customers can submit 3D print requests by submitting a form on SCPL's website or in person at the Central Library.

2. The cost of 3D printing is \$2.00 for prints weighing up to and including 30 grams, plus \$0.10 per additional gram beyond that. Payment is due at the time of pickup. Completed 3D prints will only be released once full payment has been received. Refunds are not permitted.
3. Customers are responsible for ensuring all necessary modifications are made before submitting their designs.
4. SCPL's 3D printers may be used for lawful purposes only. The public will not be permitted to use SCPL'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 SCPL's environment.
 - In violation of another's intellectual property rights.
5. In submitting digital files for printing, the customer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials.
6. SCPL reserves the right to adjust scheduling or decline any 3D print request based on staff availability, resource limitations, operational constraints, or other determining factors.
7. Printers are operated by SCPL staff only.
8. SCPL is not responsible for the functionality or quality of content produced on the 3D printer.
9. SCPL is not responsible for any digital files or physical materials left behind at the library.
10. Any 3D-printed items not claimed within 14 days will be discarded.

Appendix

A – Acceptable Use Agreement

Acceptable Use Agreement

To use the 3D printer, customers must agree to the guidelines outlined in SCPL's 3D Printing Policy.

I acknowledge that I have read, understand, and agree to comply with — or ensure my child (11 and under) complies with — the policies governing the use of the 3D printer at SCPL.

I understand and agree that the 3D printer must not be used to infringe upon any individual's intellectual property rights, including but not limited to copyright laws.

I understand that SCPL cannot guarantee the functionality, quality or turnaround time of my 3D print and refunds are not permitted.

X

Name (Print)

X

Signature

X

Date

By checking this box, I am giving permission to the St. Catharines Public Library to feature my 3D content on their social media platforms.