

3D Printing Policy

The Wheaton Public Library (WPL) makes 3D printing available for a fee. The WPL 3D printer is available for the printing of three-dimensional objects using a design that is uploaded from a digital computer file. Only WPL staff may operate the 3D printer.

The library's 3D printer may be used only for lawful purposes. Content that will not be produced includes but is not limited to materials or objects that

- Are prohibited by local, state or federal law
- Are used as a weapon
- Are unsafe, harmful, dangerous or pose a threat to the well-being of others
- Reproduce objects or materials that are subject to copyright, patent or trademark protection
- Are obscene or otherwise inappropriate for the Library environment

WPL reserves the right to refuse any 3-D print request. In the event the library determines that a 3-D printing request be refused, the library shall provide written notice of the reasons for the refusal. The library's decision will be governed by this policy.

WPL is not responsible for any damage, loss, or security of data arising from the use of its equipment or network, nor the functionality or quality of objects produced on the 3-D printer.

Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions. Priority printing is given to WPL programs and events. The library reserves the right to limit the number of print requests. The 3D printer is not meant for mass production

WPL staff do not design prints for patrons, however staff will review every object file before it is printed. Patrons are solely responsible for the creation and editing of design files. All files will be deleted from the system following the completion of the print job.

WPL does not guarantee complete customer privacy during the 3D printing process as printing may be done in a public space.

Patrons must pay for the plastics used in the printing process. 3D printing is charged by weight of the finished piece, including supports: \$1.00 + 10¢/gram, with a minimum charge of \$1.00. Charges must be paid at the time of pick up. Refunds are not given. Patrons have fourteen days from notification to pick up their print job. Items not picked up within fourteen days become the property of WPL.