



3D Printer Policy

The purpose of the 3D printer is to provide the community with access to emerging technology that encourages the design and creation of innovative projects. The following policy establishes the guidelines by which the 3D printer can be used.

Procedures for Use:

Only one file may be submitted at a time for printing. Objects must fit within the printer's build space of 9.56"W x 9.06"H x 10.6"D or 24.29cm W x 23cm H x 27.04cm D.

The project file:

- must be in .stl file format
- be no larger than 50MB
- name must follow the NPL name convention: LastName-FirstName-ObjectName.stl

Approval and payment of the total fee must be made before the item will be printed.

All fees will be set by the Library Director or Director's designee and may be subject to change from time to time. The current fee schedule is attached as Exhibit A to this Policy.

1. Attach your completed "3D Printer Request Form" which is available on the Library's website under "Resources/3D Printer" and your file to an email addressed to NoviPublicLibrary3D@gmail.com. You will be notified within 72 hours of the fees for materials and print time.
2. If you would like to proceed with your print job after receiving the email containing the total fee, submit payment through your "My Account" login, check the "Fee approval and print authorization YES" box and enter the amount paid on the form, then email the form to NoviPublicLibrary3D@gmail.com.
3. The Library must receive the signed waiver and release before proceeding.
4. To submit payment, log into your "My Account" on our homepage, www.novilibrary.org, and click on the "Fines" tab. The fee for the 3D print will be listed under "Fines" and can be paid by clicking the PayPal button.
5. Once payment is made, and we have received your 3D Printer Request Form with a check in the "Fee approval and print authorization YES" box, your item will be added to the print queue.
6. Patrons will be notified via email when their item is ready to be picked up. Items must be picked up at the Check-out Desk by the individual who submitted the 3D Printer Request Form within seven days of being notified or the item becomes the property of the Library.



My Account

7. NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.
8. Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.
9. Reprints or additional copies of items must be requested within ten days of email notification, otherwise, a new 3D Printer Request Form and file will need to be submitted.

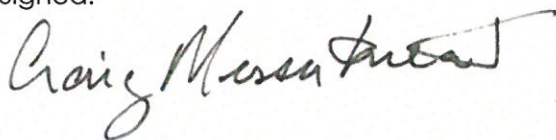
Please note that procedures governing the use of the Library's 3D printer are subject to change.

Rules and Regulations for Use

1. The Library's 3D printer may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the 3D printer to create material that is:
 - a. Prohibited by local, state or federal law or regulation.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene, sexually explicit or harmful to minors.
 - d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Novi Public Library disclaims any responsibility or liability resulting there from. The person requesting to use the 3D printer is liable for any infringement. All patrons using the 3D printer must sign the Library's waiver and release regarding intellectual property rights.
 - e. Weapons or weapon replicas of any kind
2. The Library Director or his or her designee reserves the right to:
 - a. Refuse any 3D print request. If the request is denied, the patron may appeal that decision to deny the 3D print request to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
 - b. Review and approve all materials before printing. If there is a problem with the design and/or production, the patron will be informed. The Library cannot guarantee that a print job will be completed within a particular time frame.
 - c. Stop printing a request due to time or printer capabilities.
 - d. Set a limit as to the maximum amount of time a print job may take.
 - e. Limit the number of print requests. If there is high demand, the Library will schedule only one print per person per week.
3. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Approved: April 20, 2016

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees