



Policy Manual

PUBLIC

P20: 3D Printer

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.

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 Library disclaims any responsibility or liability resulting there from. The person requesting to use the 3D printer is liable for any infringement.
 - e. Weapons or weapon replicas of any kind.
2. The Library Director or 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.
3. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Approved: April 20, 2016; Amended: June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees