

WAUKESHA PUBLIC LIBRARY

POLICY: **USE OF CHILDREN'S 3D PRINTER**

Approved by Library Board: 3/9/17

Number: A-4B

Last Reviewed by Board: 3/9/17

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The Library has a 3D printer that is available to children in 7th grade and below, to make three-dimensional objects using a design that is uploaded from a digital computer file.

The Library's 3D printer will not be used to create material that is:

- a) Prohibited by local, state or federal law.**
- b) Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.**
- c) Obscene, inappropriate, or otherwise in violation of the Library's Code of Conduct, Use of Equipment Policy (A-4), or any other library or county policy.**
- d) In violation of copyright or intellectual property rights.**

1. The Library reserves the right to refuse any 3D print request.
2. The library reserves the right to view all 3D design files before printing to estimate print time and ensure adherence to policy.
3. Only designated library staff will operate the 3D printers.
4. The age restriction for the use of the 3D printer software in the Children's' Services Department is for children in 7th grade and below. Printers may only be used with staff assistance.
5. 3D designs should take one hour or less to print, as determined by staff using the 3D printing software estimate.
6. The cost of printing 3D objects within the one hour guideline is currently free. It is anticipated that a fee will be charged in the future.
7. Library staff will review every object file before it is printed, and reserves the right to refuse any 3D print request. The nature of 3D printing does not allow complete patron privacy but the Library will not share information about a ***patron's legal activities*** with third parties.
8. Staff will process 3D prints in the order submitted. Customers will be notified when their print is complete. Please allow up to 10 days for notification.
9. The Library is not responsible for failed 3D prints.

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10. Customers must pick up their printed object within fourteen business days after notification. If you do not pick up by that time, the Library reserves the right to use or discard the object as deemed appropriate.
11. Copies of 3D design files will be deleted after the object has been printed.
12. Customers may submit a limit of one 3D print request per week.