
3D Printing Policy

Kent Free Library offers the use of a 3D printer for printing services to the public as part of its mission to meet the educational, recreational, informational, and cultural needs of the community and citizens of Kent. This policy outlines the use of the 3D printer by library cardholders.

The library's 3D printer is available for any Kent Free Library cardholder to use in making three-dimensional models in PLA (polylactic acid) plastic using a design that is uploaded from a digital file. Library cardholder accounts must be in good standing to submit designs for printing. All ages may submit designs for production on the library's 3D printer. However, designers under the age of 18 must have approval by a parent or guardian.

The following applies to all print requests:

1. All 3D printer files submitted for production will be reviewed by a staff member before printing. The library reserves the right to refuse to print any file.
2. The library's 3D printer shall only be used for lawful purposes. The library will not print files containing models that are:
 - a. Prohibited by local, state or federal law
 - b. Unsafe, harmful, dangerous or pose imminent threat to safety of others
 - c. Obscene or otherwise inappropriate in a library setting
 - d. In violation or infringe upon the intellectual property rights of others (the printer will not be used to reproduce materials that are subject to copyright, patent, trademark or other registered design protection)
 - e. Not permitted according to the library's Patron Behavior Policy
3. If a model is printed and later determined to be in violation of these terms, the cost of the materials will be applied to the cardholder's account as a fine and the object will be destroyed.
4. The 3D printer may be viewable by the public. The production of all 3D models is therefore subject to viewing by the public and the library cannot guarantee the security of cardholders' intellectual property rights. In addition, the library may record or photograph the printing process and may publish recordings and/or photos in all types of media to promote the 3D printing service. Cardholders using the printing service must accept the risk that their intellectual property may be exposed to or copied by others.

5. Staff has the discretion to determine the order in which 3D print requests are printed based on material (filament) availability, estimated time needed to complete print job, availability of staff, and hours of operation of the library.
6. The library cannot guarantee completion times or costs. Staff shall provide estimates for approval by the cardholder before printing begins. The actual cost will be determined after printing is complete. Printing costs will be based on either weight of final product or on amount of time to print and will be reviewed annually by the library's Board of Trustees and is subject to change.
7. Only library material (filament) shall be used in the creation of any print request. Cardholders may not provide their own material.
8. Only designated library staff shall have hands-on access to the printer.
9. The library does not guarantee that any 3D model will print successfully. If a print fails due to staff error or a failure with the library's hardware, the library will attempt to reprint the design and the cardholder will not be charged for the failed attempt. Staff may refuse to print after two unsuccessful attempts.
10. Failure to pick up a printed model within 10 days of the pick-up notification date will result in the cost being charged to the patron's library account as a fine. The fine will be waived when the item is picked up.
11. Unclaimed print jobs become the property of Kent Free Library.
12. Completed 3D models must be picked up by the person who requested the printing. A photo ID may be required at the time of pick up.
13. Payment is required before picking up a 3D model.
14. Library staff may troubleshoot the printer's hardware or software and offer basic technical support, but staff is unable to design files.
15. The service is not intended for manufacturing or production and the library reserves the right to refuse to print large numbers of identical designs.

By using the Library's 3D printing services, you agree to release from, indemnify, and hold harmless the Kent Free Library, its officers, employees, board members, agents, and representatives from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your 3D model, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

By using the Library's 3D printing services, you agree to assume the risk of, and acknowledge that the Kent Free Library disclaims all liability for, any and all injuries (including death) resulting from use of 3D models created using equipment owned by the library. You also agree that 3D models possess certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that the

Kent Free Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Library's 3D printing services.

The Kent Free Library disclaims and excludes all warranties, whether express or implied, associated with 3D models produced and/or designed using its equipment.

This policy is subject to periodic review and to change at any time at the discretion of the Board of Trustees.

Approved: April 19, 2018