

# Massapequa Public Library

## 3D Printer Policy

**EFFECTIVE DATE:** May 16, 2023

**APPLICATION:** Personnel and Patrons

**STATEMENT OF PURPOSE:** This policy establishes procedure for how patrons utilize 3D printers.

### **POLICY:**

- Massapequa Library cardholders in good standing will need to fill out a request form and submit their files to the Library.
- Only Library staff will implement and run programs on the 3D printers.
- All requests must be reviewed and approved by Library staff.  
The Library reserves the right to refuse any 3D print request that is:
  - Prohibited by local, state, federal law.
  - Unsafe, harmful, dangerous or posing a threat to others.
  - Obscene or offensive to the community's standards.
  - In violation of intellectual property rights, copyright, patent and trademarks.
- The cost of 3D printing is 25 cents for each fifteen minutes of print time, with a minimum of 25 cents and a limit of four-hour print time.
- Items printed that are not picked up within seven days will become the property of the Library.
- The Library is not responsible for damage to materials, the loss of data or information, or liability for any malfunctions or misprints.
- Print requests can only be submitted once per week for up to four projects
- Upon approval, patrons will be notified of an estimate of print cost and estimated pickup time.

- The Library reserves the right to photograph and display printed objects on the website. Special consideration for patent or copyright reasons will be considered by the Library Director.
- Payments will be made at the Circulation desk for the actual print time elapsed not the estimated print time.
- File formats permitted are STL, OBJ, THING, MakerBot, GCODE and X3G/S3G

**RESPONSIBILITY:** It is the responsibility of the Information Technology Department to make sure the policy is adhered to.

**APPROVED:** May 15, 2023  
November 13, 2023

**REVISED:** November 6, 2023

**REVIEWED BY/ON:**