



North Shelby Library

3D Printing Request Form

The library's MakerBot Replicator is a machine that prints 3-dimensional objects using PLA filament. To create objects for printing, either use 3D modeling software on the internet (we suggest Tinkercad.com for beginners) or download free files from Thingiverse.com. You should have your file ready before submitting your form. Print file must be emailed to: vwarner@shelbycounty-al.org.

Please complete the following:

Name _____

Phone or Email _____

File Name (.stl, .obj, or .makerbot format) _____

Filament color (indicate 1st and 2nd choice):

- | | | | |
|----------------|-----------------|-----------------------|------------------|
| ____ True Blue | ____ Orange | ____ White | ____ Neon Yellow |
| ____ True Red | ____ Yellow | ____ Glow in the Dark | ____ Neon Green |
| ____ Black | ____ Purple | ____ Sparkle Red | ____ Clear |
| ____ Gray | ____ True Green | ____ Sparkle Purple | ____ Hot Pink |

The 3D Printing Policy is on the back of this sheet. Please read and sign at the bottom.

General Rules:

- Limit 1 file per request
- Print time must be less than 8 hours.
- Charge: \$.05 per gram (as measured by our print software; rounded up to nearest gram) with a \$1.00 minimum charge.
- Rafts/support will be printed. Check here & initial if you do NOT want them.
 I do not want rafts/support to be printed. _____
- Submit this form to the Children's Department or scan and email it along with your file to vwarner@shelbycounty-al.org.

STAFF USE ONLY

Date order received: _____	Weight: _____ grams	
Date completed & initials: _____	Amount due: _____	Paid (staff initials): _____
Date patron notified: _____	Date picked up & patron initials: _____	

North Shelby Library 3D Printer Policy

The Library's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital file. There is a small fee that covers staff time and materials.

Patrons are not permitted to use the Library's 3D printer to create objects which are:

- Prohibited by local, state or federal law.
- Usable weapons or parts of weapons.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The Library reserves the right to review and approve all materials before printing. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else. Designs will be examined to ensure compliance with policies and capability of production.

The Library does not guarantee that any 3D model will print successfully. If it is the fault of the equipment or staff, the patron will not be billed. Staff will make 2 attempts to print a file. If there is a noticeable problem with the design or production, the patron will be informed of the problem and the changes needed before the design can be printed. Library staff will not modify your file; we print exactly as you submit it to us.

The Library cannot guarantee that a print job will be completed within a particular time frame. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object. If a 3D printed object is not picked up after 14 days, it becomes the Library's property.

The Library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to and determine priority of 3D printing services.
- Changes these rules at any time.

I have read and understand the North Shelby Library's 3D Printer Policy.

Signature: _____ **Date:** _____