

### **3D Printing Policy**

The Copiague Memorial Public Library strives to offer public access to new and emerging technologies to encourage creation and collaboration within our community. This policy establishes policies for public use of the library's 3D printers.

1. Only library staff will have access to the printers.
2. Print jobs are limited to four-hour sessions. If a print will take longer than four hours a staff member will try to accommodate you, if possible.
3. Prints will occur in the order in which they were submitted, however, priority will be given to Copiague Memorial Public Library cardholders.
4. The library reserves the right to rearrange or change the order of printing objects.
5. Printing cost is per half hour. Objects will be printed once payment is received.
6. No refunds will be given unless the object is unable to be printed. The library is not responsible for any errors that may occur during the print job.
7. Printed objects will be held for a maximum of 14 days. If a patron has not picked up their object within those 14 days, the Library will dispose of it.
8. Prints may be picked up by any individual 13 years of age or older. Printed objects must be picked up by a parent or guardian for any individual under the age of 13.
9. The Library reserves the right to refuse any 3D print submissions. We will not print any objects that are prohibited by local, state, or federal law. The 3D printer will not be used to create any objects that are obscene, offensive, unsafe, harmful, pornographic, or that pose a threat to the wellbeing of others.
10. The Library will not print any objects that are weapons, components of weapons, or objects that could be considered weapons.
11. All objects printed must be the patron's own design or reside in the public domain. The printer will not be used to create any object that violates patents, copyrights, trademarks, or registered designs.
12. The Library reserves the right of refusal for prints that it finds inappropriate or unwarranted. Anyone who has a 3D print request refused by Library staff may appeal the decision in writing to the Director within 10 days of refusal.

***Adopted: May 25, 2022***