

3-D PRINTING POLICY

The Shrewsbury Public Library provides access to 3-D printing for its users. 3-D printing is an emerging technology with a broad range of applications, including product prototyping, science education, and entertainment.

3-D printing files should be saved in .STL, .OBJ, or .3MF formats. The printed object can be no larger than 223 x 223 x 205 millimeters in volume.

Patrons may make 3-D print requests by:

- Completing the online 3-D Print Job Request form on the library website, found here: <https://shrewsburypubliclibrary.org/services/3-d-printing-services/3-d-print-request-online-form/>
- Emailing their file and a copy of the completed request form to spl3dprinting@gmail.com
- Submitting their file along with a completed request form in person at the Reference Desk on the 2nd floor

The library will not approve print requests that are determined by library staff to be:

- Illegal under local, state, or federal law
- In violation of copyright law
- Unsafe or dangerous
- Inappropriate for a public setting

When a print request is approved by library staff, the patron will be notified and it will be added to a queue in the order in which it was approved. Turnaround time depends on the queue, but the library aims for a two-week turnaround. For print jobs greater than five hours, we cannot guarantee an explicit turnaround time.

Patrons are responsible for complying with copyright restrictions. All jobs will be printed in a public setting and the library provides no guarantee of privacy while the job is being completed.

Some print jobs may be too intricate for the library's 3-D printer to handle. If a print job fails three times, the library will move on to the next job in the queue. While the library will do its best to accommodate patron requests, it makes no guarantee that all colors of printing filament will be available at all times or that your print will be in your first-choice color.

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

When a print job is complete, the library will notify the patron via email or phone. The patron may pick up the printed object at the library's Reference Desk within two weeks of being notified. After two weeks, a reminder notice will be sent to the patron. If it is not picked up within the next week and the patron has not reached out to arrange a new pick-up time, the object will then be considered a donation and added to our display.

The cost for 3-D printing is \$0.05 per gram of the finished object or \$0.10 per gram if using premium filament. The weight of the object, including all supports required to complete the job successfully, will be determined by the library's scale. Payment is due at time of pick up and may be made via exact cash or check. Checks should be made payable to LMGA.