



### **3D Printing Policy**

Commerce Township Community Library welcomes our community with resources and experiences to connect and grow.

Access to new and emerging technologies, including 3D printers, provides library users with the opportunity to grow through innovation, creativity and discovery. 3D printers foster interest in design, contribute to the growth of user created content, increase digital literacy and provide an opportunity to explore the technology involved in printing small, three-dimensional objects in plastic.

Commerce Township Community Library's 3D printers are available to Commerce Township Community Library users to make three-dimensional plastic objects using a design that is uploaded from a digital computer file under the supervision of a trained staff member on a first come, first served basis.

The following will govern the use of Commerce Township Community Library's 3D printers:

- The 3D printers may be used only for lawful purposes and may not be used to create material that is:
  - Prohibited by local, state, or federal law
  - Unsafe, or potentially unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
  - Obscene or otherwise inappropriate for the library environment
  - In violation of another's intellectual property rights: material that is subject to copyright, patent, or trademark protection
- Only designated Library staff will have hands-on access to the 3D printers and be authorized to operate the 3D printers.
  - All 3D printing requests must meet the Library's requirements
  - Files must be presented in proper format. .STL, .OBJ and .3MF files are accepted.
  - Library users are limited to one (1) print request in the print queue at a time. Once a library user's three-dimensional object is printed, another request may be submitted.
  - The 3D printers have a maximum build volume of 9x9x9.5. Print requests for three-dimensional objects exceeding 9x9x9.5 will be broken into pieces to be assembled by the library user. Each piece will be considered one print request.

- 3D printing is not intended for production or manufacturing. The Library reserves the right to refuse to print large numbers of identical three-dimensional objects.
- 3D printing is on a first-come, first-served basis and is coordinated by Commerce Township Community Library staff. Priority printing will be given to library programs and events.
- The Library reserves the right to refuse any 3D print request. If a 3D print request is denied, the library user may appeal that decision to deny the 3D print request by sending a written notice of appeal to the Library Director within 10 days of notice of the denial. Requests to appeal a decision to deny a 3D print request will be considered in the same manner as requests for reconsideration of materials, as outlined in the Materials Selection Policy.
- The Library reserves the right to:
  - Review and approve all materials before printing. If there is a problem with the design and/or production, the library user will be informed. The Library cannot guarantee that a print job will be completed within a particular timeframe.
  - 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.
- Items printed with the Library's 3D printers that are not picked up within 30 days will become the property of the Library. Users who do not pick up their printed items may be temporarily suspended from 3D printing.
- The Library is not responsible for the functionality or quality of the printed product produced on the 3D printers.
- All Library policies, including the Patron Behavior Policy, apply to 3D printing. Failure to comply with Library policies may result in the loss of 3D printing or Library privileges.

*Approved by Commerce Township Board of Trustees, April 8, 2025.*