

Willington Public Library

3D Printer Use Policy (Approved 5/13/2026)

Purpose and History

The Willington Public Library provides access to 3D printing technology to support creativity, innovation, and lifelong learning. This service aligns with the Library's mission to promote education and equitable access to emerging technologies. The library's current 3D Printer is a Bambu Lab P2S and was purchased through a fundraising effort.

Eligibility

- 3D printing services are available to Willington Public Library cardholders in good standing, or to CT Public Library cardholders from another town. Out of town CT Public Library cardholders must have their card connected to our system with appropriate contact information, and be in good standing with their hometown library.
- Patrons must be **18 years or older** to submit print requests independently.
- **Patrons under 18** must have a parent or guardian submit print requests and their signature on the required waiver form.

General Use Guidelines

- The 3D printer is operated **only by library staff**. Patrons submitting a print request may observe the printer in operation, but should not touch or interact with the printer. If they notice an issue, the patron should inform staff at the circulation desk so they may troubleshoot and stop the printing process.
- Print requests must be submitted via the Library's designated submission process (online form, via email, or in-person).
- Files must typically be in **.STL format** or compatible format for the 3D printer. Files must be emailed to staff, or placed on a flash/thumb drive if they are too large to be emailed and uploaded onto the staff computer designated for running print jobs.
- The digital file used to print can be a design a user has created him/herself, or a design that they have obtained from another source and have permission to use.
- Printing is done on a first-come, first-served basis.
- The Library does not guarantee completion times listed on the printer or a specified completion date. Please plan accordingly.

Acceptable Use

The 3D printer may be used only for lawful purposes. The Library will not print objects that are:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, or pose a risk to others, including weapons or weapon components.
- Obscene or inappropriate for a public library setting.
- In violation of copyright, patent, or trademark laws.

The Library reserves the right to refuse any print request.

File & Print Limitations

- Maximum print size and time may be limited based on equipment capabilities.
- Print requests may be limited to a maximum number of hours based on the library operating hours (**e.g., 5–7 hours**).
- Print jobs must not exceed the operating hours of the library and the dimensions of the printer for a single job.
- Print jobs must be completed at least 30 minutes before the library's closing time. Print jobs will not be started one hour before closing time if the job is estimated to take more than 30 minutes to complete.
- The Library may limit the number of active requests per patron if other patrons have requests.
- Large or complex projects may be split into multiple jobs or declined.

Materials

- The Library provides filament (typically PLA) in a variety of colors and restocks or adds colors based on available funds.
- Color selection is not guaranteed. Patrons may request specific colors to be purchased if funds are available, or can donate to the library to assist with expanding color options.
- Only approved filament may be used in the 3D printer.

Fees

- Printing fees are based on material usage and to offset electricity usage.
- Fee structure:
 - **\$0.05–\$0.10 per gram** of filament used based on the type of filament used for the project.
 - Base service fee of \$1 per project/print job to offset some of the electricity use.
- Payment is due at pickup or at time of completion, but may be paid in advance once the project is submitted. Failure to pay will result in withholding the printed item, suspension of 3D printing privileges, and suspension of library privileges until the total amount due is paid.

Pickup of Printed Items

- Patrons will be notified when prints are complete using their existing means of contact for their patron account (phone or email), or in person if they are in the library at the time the print job is completed.
- Items must be picked up within **7 days**, or they are withheld until payment is made.
- Items must be picked up by the requesting patron unless otherwise arranged.

Liability & Disclaimer

- The Library is not responsible for:
 - Failed or poor-quality prints
 - Damage to or loss of files
 - The functional integrity of printed objects
- By submitting a print request, patrons agree to assume responsibility for compliance with all applicable laws and intellectual property rights.

Staff Discretion & Enforcement

- Staff may:
 - Refuse or cancel any print job
 - Modify print settings to improve results
 - Limit usage based on demand
- Violation of the policies above may result in temporary or permanent suspension of 3D printing privileges.

Privacy

- Submitted files may be stored temporarily for printing purposes on the designated staff computer and will be deleted after completion. The library does not retain copies. In the event a patron wishes to print a duplicate at a later time, they must retain a copy of their project file.
- The 3D printer is located in a publicly accessible and visible location. The library cannot limit visual access to a patron's project when being printed.

3D Printer Waiver and Agreement of Use

Read the following information very carefully and be sure that you understand it fully before signing. This form must be completed before participating in the use of the 3D printer activities.

Participants Agree:

- Safety is the top priority and the 3D printer must be used in a safe and appropriate manner. Only staff may handle the printer.
- The 3D printer requires training. It will not be used until training has been provided by library staff.
- Items that fit the definition of weapon as deemed by library staff may not be created.
- In the course of using the 3D printer any disruptive, destructive, dangerous, or illegal behavior by the patron will not be tolerated.
- Children under the age of 12 will be accompanied by and supervised by an adult/parent/guardian while waiting for their print job.
- When the printer is available, usage will be on a first-come, first-serve basis. Time limits may apply.
- Material fees apply and current costs will be posted next to the 3D Printer.

I _____ (participant) have read and understand the Willington Public Library 3-D Printing regulations listed above and am fully aware that participating in the use of the 3D printer may result in risk of personal injury or harm. I hereby release and hold harmless the Willington Public Library, its directors, officers, employees, volunteers, committees and boards, from and against all liability, and I and any parent or guardian signing for me below hereby agree to indemnify them against any loss, damages, claims, costs (including attorneys' fees) or actions of any type, resulting from bodily injury, property damage, or any other loss that may result from my participation in any 3D printer activity or program, including use of the 3D printer to the extent permitted by law. I have read and understand this release, indemnification, and hold harmless form. I voluntarily sign it and hereby give my permission to the Willington Public Library for emergency transportation or treatment in the event of illness or injury. I hereby accept responsibility for payment of any emergency transportation or treatment. I further certify I have no medical or physical conditions that would restrict my participation.

FOR MINORS (under 18): 'I, on behalf of myself and the minor child identified above, hereby covenant not to sue Willington Public Library, the Town of Willington, their officers, employees, volunteers, committees and boards, regardless of whether the release, hold harmless and indemnification provisions set forth above are enforceable under Connecticut law.'

Consent and signature of Parent/Guardian on minor's behalf: _____

Print: _____

FOR 18 PLUS: 'I hereby covenant not to sue Willington Public Library, the Town of Willington, their officers, employees, volunteers, committees and boards, regardless of whether the release, hold harmless and indemnification provisions set forth above are enforceable under Connecticut law.'

Signature of Participant _____

Print: _____ Date _____

Address _____

Email Address: _____

Phone number: _____

Emergency contact information for Parent or Guardian if under 18:

Phone number: _____

Waiver is in effect from one (1) year of signing. For Staff Completion: