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GOLETA VALLEY LIBRARY

3D PRINTER USER POLICY

PURPOSE

In the interest of offering the community access to new and emerging technologies, the City will provide 3D printing as a staff-mediated service at the Goleta Valley Library. The 3D printer uses non-toxic print filament which is biodegradable and made out of a corn-based product.

POLICY

The City's 3D printers are available to all patrons (with preference given to children attending 3D printing programs) to create physical objects based on digital files and using City approved filament. The digital files can be designs a patron has created him/herself or designs a patron has obtained from another source and has permission to use.

1. The City's 3D printers may be utilized only for lawful purposes. Patrons shall not be permitted to use the City's 3D printers to create material that is:
 - a. Prohibited by local, state, or federal law;
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
 - c. Obscene or otherwise inappropriate; or
 - d. In violation of another's intellectual property rights.
2. The City reserves the right to refuse a 3D print request.
3. Cost. Individuals will be charged \$0.25 per 15 minutes of print time. The charge will be rounded down to the nearest 15-minute increment. This cost is subject to change based on the price of filament material.
4. Abandoned Print Jobs. Items printed from 3D printers that are not retrieved within seven (7) days will be disposed of. If the item is not picked up, the cost will be recorded as a fine on the patron's library record.
5. Only designated City staff will have "hands-on" access to operate the 3D printers.
6. The City is not liable for any malfunctions or misprints.

7. If there is high demand, the Goleta Valley Library has the right to schedule one (1) print per week per patron.

PROCEDURES

The procedure for printing from the City's Dagoma 3D printers is as follows:

1. Design Creation.
 - a. Any 3D drafting software may be used to create a design. However, the file must be saved in .stl or .obj file format in order to complete a print job.
 - b. Digital designs are also available from various file-sharing databases such as Thingiverse.com and <https://cults3d.com/>.
2. Submitting a design for printing.
 - a. Patrons shall either email or bring their file (in. stl or .obj file format) (no larger than 25MB) to the Reference Desk during regular operating hours. Staff will review the file and if acceptable, add the request to the printing queue.
 - b. Patrons will be notified as to how much their print job will cost before the print job occurs. If they agree to the charge, staff will print the item. If not, the patron may retrieve their file if it was given in physical format.
 - c. If there is high demand, the Goleta Valley Library may choose to schedule only one (1) print per week, per patron.
 - d. The files will be readied for printing in the Dagoma software. City staff will review all files before printing.
 - e. Items may be retrieved at the Circulation Desk at the Goleta Valley Library. City staff will contact the patron by phone or email when the print job has been completed.
3. \ Procedures governing the use of the City's 3D printers are subject to change at any time.
4. There is no guarantee of anonymity. Submitted files may be observed by City staff and other patrons.