



## **BEDFORD PUBLIC LIBRARY**

### **3D Printing Policy**

The Bedford Public Library is pleased to offer 3D printing technology to Library patrons and the community. The 3D printer has many practical applications and is an excellent tool for fostering experimentation, creativity, and problem-solving.

1. The Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create material that is:
  - a. Prohibited by state, local, or federal law.
  - b. Obscene.
  - c. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce a material that is subject to copyright, patent or trademark protection.
2. The Library reserves the right to review all files before printing and to refuse 3D printing requests which are too large to fit within the printer's build space or to print within 10 hours, or are formatted in a way that prevents successful completion of the print or may cause harm to the equipment.
3. Cost: The initial cost is \$0.20/gram of materials. The Library Staff reserves the right to change the cost as needed. Patrons will be charged for the weight at printing time including any rafts or supports required for successful printing.
4. 3D printing staff will notify the patron if their object will cost more than \$5.00 to print.
5. If an object will cost less than \$5.00 it will be printed without further approval from the patron.
6. The patron will be responsible for the full price of the full weight of a successful print, including any rafts or supports deemed necessary for a successful print.
7. Print-on-Demand objects must require less than 10 hours to print each piece. Multi-piece requests will be considered on a case-by-case basis, and if other requests come in, the multiple pieces may be printed alternately with other requests.
8. Only designated Library Staff and volunteers will have hands-on access to the 3D printer.
9. Schedule and access to the 3D printer will be determined by Library staff.
10. A library card is not required to print; however, priority in scheduling may be given to Bedford cardholders.

11. The Bedford Library maintains no ownership of the printed item once printing is complete, nor is it responsible for any printed item, or the use of that item by any individual.
12. The 3D printing of an item is not an endorsement of the philosophy, viewpoint, opinion, or objectives of the patron or item being printed.
13. The 3D printing of an item is not and shall not constitute knowledge or awareness of any unapparent final use of the 3D printed item by any individual and the Town of Bedford, NH and its officials, agents, employees and volunteers specifically disclaims any knowledge or awareness thereof.
14. Completed items that are printed will be kept for 14 calendar days for pick up. The Library reserves the right to discard the item after that time, absent extenuating circumstances.

If a request is denied, the Library will inform the individual making the request the reason for denial. Appeals may be submitted to the Library Director using the attached form.

A separate appeal form must be submitted for each denied printing request. Appeal forms are available online. Individuals will be notified as soon as a decision is made regarding the appeal.

Any applicant denied an agreement to print a 3D object may appeal the decision to the Library Director within five business days, stating in writing the reasons why the denial was erroneous. A decision will be rendered within 30 days following receipt of the written appeal.

If applicant does not receive satisfaction with response, the appeal may be raised to the Board of Trustees.

Approved by the Board of Trustees, March 8, 2024