

3D Printing Policy

Wood Dale Public Library District

Approved June 18, 2025

The purpose of this policy is to set guidelines regarding public and staff use of the Wood Dale Public Library District's 3D printers.

The Library's 3D printing services are available to all patrons. Library staff reviews each file before it is printed. In accordance with the Patron Conduct and Behavior Policy, the 3D printer may not be used to create weapons, firearms, replicas of weapons/firearms, or destructive materials. Library staff reserves the right to refuse any 3D print request. Before submitting files, please check our guidelines below. A staff member will contact you within one week to confirm your file submission, your estimated print cost, estimated print time, and estimated print completion date.

- Printer available:
 - Bambu Lab A1 3D Printer
 - Maximum Print Size: 256mm x 256mm x 256mm
- Maximum print time: 8 hours (for all files submitted). If your project/files are over 8 hours total, you must break your project into smaller time increments. We only accept three 8-hour projects per patron, per two-week period.
- File types accepted: .stl or .obj
- Filament colors: choose one color from the library's filament supply. Multi-color printing is allowed for up to four colors. Filament color choices are available on the 3D print request form.
- Filament type available is 1.75 mm PLA and it is **not food safe**
- File names:
 - Before uploading, name your print file as your first name, last name initial, and the color of filament.
 - Example: Jaime S. Green.stl
 - If you're submitting multiple files, please number your files.
 - Example: 01 Jamie S. Green.stl, 02 Jamie S. Green.stl
- The Library reserves the right to charge for printing or reprinting, and those fees will be no more than \$0.05 per gram. Please consult with a staff member for current procedures regarding cost.
 - You will not be charged for failed prints due to material defect or printer error.
- Prints are processed in the order they're received and must be picked up within 15 days of completion.

Disclaimers

- a. The Library strongly discourages the use of 3D printing to produce content, materials, or objects that could prove harmful or result in significant cost to the user if they fail.
- b. The Library is not responsible for any damages, losses, or breaches of data and/or security, direct or indirect, arising from the use of (or incurred because of using) its equipment or network.
- c. The Library is not responsible for the functionality and/or quality of objects produced by 3D printing.
- d. The Library is not liable for the functional failure of and/or personal injuries or property damage caused by content, materials, or objects made by 3D printing.
- e. Right of Refusal
 - (1) The Library reserves the right to refuse any request for 3D printing.
 - (2) If the Library refuses a request for 3D printing, the Library shall provide written notice of the reason(s) for the refusal.
 - (3) The Library's decision-making process is governed by this policy statement.
- f. 3D printing at the Library is available only for lawful purposes. It is the responsibility of the user/requester to know which intellectual property laws, if any, apply to their intended creation or design when using makerspace equipment. The Library shall not produce content, materials, or objects that
 - are prohibited by local, state, or federal law;
 - are (or are used as) weapons or weapon parts;
 - are unsafe, harmful, dangerous, or pose a threat to the well-being of others;
 - are obscene, harmful to children, or otherwise inappropriate, especially in a library environment; and/or
 - reproduce content, materials, or objects that are subject to copyright, patent, or trademark protection.
 - Are protected by intellectual property laws which the user does not have legal permission to use.

U.S. intellectual property laws, e.g., copyright, trademark, patent, etc., govern the creation, use, duplication or distribution of property protected by U.S. intellectual property laws. Users may not infringe intellectual property laws without the express written permission of the intellectual property right holders. It is the responsibility of the user to know which intellectual property laws, if any, apply to their intended creation or design when using 3D Pens and/or printers.