

# Overstreet Memorial Library 3D Printing Request Form

- Make an appointment to meet our trained staff.
- Bring this completed form as well as a digital file on a thumb drive to the Library.
- You will receive an email when your item is ready for pick up.

## 3D Printing Guidelines

1. The Library's 3D printer may be used only for lawful, non-commercial purposes. All designs must comply with the Library's Acceptable Use Policy. Designs must not:
  - Create materials prohibited by local, state or federal law
  - Be in violation of intellectual property rights, including copyright, patent or trademark protection
2. The Library reserves the right to refuse any 3D print request.
3. Printing cost is \$0.20 a meter of PLA. Payment, in the form of cash, must be made when the job is picked up.
4. The Library assumes no fault if the design does not print as expected. Library staff will attempt one reprint if a job fails to print.
5. Please allow us 5-7 days for your job to be completed
6. Items printed by the Library's 3D printer that are not picked up within seven days will become property of the Library. Items must be picked up by the patron who requested them or an alternative designated by that person.
7. The file must be submitted in .STL format and not be larger than 25 MB.
8. The item must not exceed 6 inches wide by 10 inches high and 6 inches in depth, with a printing time of five hours or less.
9. Only one job may be submitted at a time.
10. The user must acknowledge that prints that do not meet expectations due to design, sizing, color, etc. will be paid for.
11. Only trained library staff will have hands-on access to the 3D printer.
12. All files will be deleted from the 3D printer's computer after they have been printed.

## Customer Information

Date of Request \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Item Information

File Name \_\_\_\_\_

Filament Color:  Red  Orange  Yellow  Green  Blue  
 Purple  White  Warm Gray  Cool Gray  Black

Please visit the [www.makerbot.com](http://www.makerbot.com) website for examples of filament color.

I have read and agree to the Overstreet Memorial Library 3D Printer Policy

Signature \_\_\_\_\_

Parent or guardian's printed name and signature if under 18 years old \_\_\_\_\_

## STAFF USE ONLY

Date Order Received \_\_\_\_\_ Estimated Cost \_\_\_\_\_ Actual Cost \_\_\_\_\_

Date Completed \_\_\_\_\_ Date Patron Notified \_\_\_\_\_ Picked Up \_\_\_\_\_