

Staff Use Only

Date Received _____

Date Completed _____

Patron Notified _____

Sachse Public Library 3D Printing Request Form

The Library's 3D Printer is capable of printing 3-dimensional objects using ABS plastic filament. To create objects for printing, Library patrons must submit an object file in .STL format. The .STL file may be created using 3D modeling software or downloaded from sites such as thingiverse.com or myminifactory.com. Please use a separate form for each request.

Contact Information

Name _____

Library Card # _____

Email _____

Phone _____

Item Information

Description of Object

File Name

- The 3D printing fee is \$.15 per gram of filament (\$1.50 minimum). Payments by credit or debit card must be a minimum of \$3.00.
- Items will be weighed after printing (including supports)
- Objects to be printed must be submitted in the form of an .STL file.
- Available colors and filament types will vary. Please indicate if you would like to request a specific color or filament type.
- Please use a separate form for each request.

Infill %

16.7% _____ 25% _____ 50% _____

Not Sure _____ Other _____

Exterior Supports

Yes _____ No _____ Brim _____

Not Sure _____ Other _____

Special Instructions

Please read the terms of the Sachse Public Library's 3D Printer Use Policy on the back of this form and indicate your agreement with the terms of the policy.

Sachse Public Library
3D Printer Use Policy

Approved by City Council 9/3/2018

- Patrons 18 years of age and older who have a Sachse Public Library card in good standing may submit a design in the form of an .stl file to be printed using the Library's 3D printer. Patrons with expired library cards or owing fines greater than \$5.00 will not be permitted to use the Library's 3D printing services until such time as they have an active Sachse Public Library card with a balance of less than \$5.00.

- Patrons may not use the 3D printer to create objects that are:
 - Prohibited by local, state, or federal law
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
 - Obscene, disparaging, or otherwise inappropriate for the library environment
 - In violation of another's intellectual property rights, including materials that are subject to copyright, patent, or trademark protection
 - Too large or too detailed to be completed during hours in which the Library is open

- The Sachse Public Library reserves the right to refuse any 3D print request.

- The Sachse Public Library reserves the right to limit commercial or other use in connection with making the 3D printer available to all patrons.

- Patrons are responsible for the design of objects to be printed, and staff will not modify designs for any reason. Library staff will notify patrons if a design is unprintable.

- Library staff will notify patrons once their print has been completed and the item is ready for pick-up. Items not picked-up by the patron within seven days will become property of the Library, and the printing fees will be added to the patron's library card account.

Agreement

I have read and agree to the terms of the Library's 3D Printer Use Policy and agree to pay the fee as described on the first page of the 3D Printing Request Form.

Signature _____

Date _____