



Wood Library Association
134 N Main St Canandaigua, NY 14424
Phone: 585-394-1381 FAX: 585-394-2954

3D PRINTER PROCEDURE

The Wood Library 3D printer is available to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. The Library's 3D printer may be used only for lawful purposes.

The public will not be permitted to use the Library's 3D printer to create material that is:

- I. Prohibited by local, state, or federal law.
- II. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
(Such use may violate the terms of use of the manufacturer.)
- III. Obscene or otherwise inappropriate for the Library environment.
- IV. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

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

Use of the 3D printer by Library staff does not constitute knowledge, or acknowledgment, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

By submitting content or objects, the patron agrees to assume all responsibility for and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials. The Wood Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3-D printer.

SUBMISSION PROCESS

Any 3D drafting software may be used to create a design as long as the file can be saved in a .stl, .obj, and, 3ds format and is no larger than 50 MB.

Upon job submission via the Library website, Library staff will attempt to orient and select the appropriate printer settings to optimize printing.

The Library will not be responsible for the creation of 3D files. Only designated Library staff will

have hands-on access to the 3D printer. The printer cannot be accessed by the public.

Patrons will be emailed a receipt with the cost of their print when it has been completed, and all files will be deleted from the system at that time.

Items printed from the Library's 3D printer and not picked up within two weeks (14 days) after being printed become the property of Wood Library. Items must be picked up by the individual who submitted the design file or their designee.

COST

Customers must pay for the plastics and other materials used in the printing process.

3-D printing is charged by the gram.

Patrons are charged \$1 plus \$.10 per gram per print submitted. Charges must be paid at the time of pick up. Refunds are not given. Customers have fourteen days from notification to pick up their print job. Items not picked up within fourteen days become the property of the Library and the patron's Library account will be charged. Patrons will be charged the cost of the print if they fail to pick up the item(s).