

# 3D Print Request Form



## 3D Printing Service Policies

A 3D Printer is a device that prints 3-dimensional objects. To create objects for printing either use 3D modeling software (TinkerCAD, 3D Builder, Blender, Google Sketchup, etc.) on a computer or download files from Thingiverse.com.

- A Darlington County library card or government issued ID is required to request a 3D print.
- The Library's 3D printer(s) may be used only for lawful purposes. The public will not be permitted to use the 3D printer(s) to create material that is:
  - Prohibited by local, state or federal law.
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, for example: guns or knives.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another's intellectual property rights, such as material that is subject to copyright, patent, or trademark protection.
- The Library reserves the right to refuse any 3D print request.
- The staff cannot assist in the creation or editing an object file.
- A request form must be submitted for each item, with a limit of two print requests per day per person.
  - The Library cannot guarantee a delivery date for any print.
  - A parent or legal guardian must be present and sign the request form when printing is requested by a minor.
  - The design must be on a thumb drive or sent via email in .stl format.
  - Only PLA filament will be used in printing.
  - Single color printing only. Color availability is subject to change.
- Printing cost is \$0.10 per gram, minimum \$1, and \$1 per hour for any job taking more than four hours.
  - A cost estimate is provided. The finished print, including supports and raft material, is weighed for a completed price.
  - The library does not guarantee a successful print, unless the print fails to finish due to equipment failure or power outage. The cost of the completed print, regardless of quality, will include failed prints and those not picked up.
- All finishing work required on the item is the requester's responsibility.
- Items must be picked up by the individual(s) who signed the request form.
  - Items printed that are not picked up within 7 days will become property of the Library.
- Only designated Library staff will have hands-on access to the 3D printer.

Date \_\_\_\_\_ Library Branch \_\_\_\_\_

Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Other ID # \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

File Name \_\_\_\_\_ .stl

Number of Prints \_\_\_\_\_ Color \_\_\_\_\_

Number of Prints \_\_\_\_\_ Color \_\_\_\_\_

Date Needed by \_\_\_\_\_

NOTE: The Library cannot guarantee any delivery date)

I have read the policies and agree to abide by them.

Printed Name \_\_\_\_\_

Signature (Parent/Legal Guardian Signature, if applicable)

- This form must be completed before the request is processed.
- The .stl file may be on a thumb drive or sent via email to Darlington Branch (DARREF@darlington-lib.org) or the Hartsville Branch (HMLREF@darlington-lib.org).
- A staff member may contact you regarding your request.
- An email will be sent to you when your item is ready for pick up.
- **Indemnity or No Guarantee: The Library is not responsible for any damage, loss, or for the security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.**

For Staff Use Only

Date - Received \_\_\_\_\_ Needed by \_\_\_\_\_

Cost - Estimated \$ \_\_\_\_\_ Actual \$ \_\_\_\_\_

Date - Completed \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date - Notified \_\_\_\_\_ Picked Up \_\_\_\_\_ Staff Initials \_\_\_\_\_