

Georgina Public Library Board Policy Manual

Policy Title: 3D Printer

Intent

Georgina Public Library desires to offer community access to new and emerging technologies, such as 3D printers, to inspire a new interest in creation and invention, and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

Regulations

1. A valid GPL card is required to use the printer.
2. Patrons must sign the Acceptable Use Agreement (see Appendix "A" to this policy) in order to use the 3D printer.
3. A parent/guardian must sign the Acceptable Use Agreement for all patrons under the age of 16.
4. The signed agreement must be returned to Library staff before items will be printed.
5. Cost: The Library charges for use of the 3D printer on a cost-recovery basis. There is a \$1 base charge per use, plus \$0.10/gram of filament, plus HST.
6. Maximum allowable print time is 6 hours. Items can be scaled down by staff at the patron's request to allow printing within the 6-hour window.
7. Maximum print size is 4" L x 4" W x 5" H.
8. The final print job of the day will be scheduled to end by 30 minutes before closing.
9. Fees are due at time of pickup.
10. Items not picked up within 7 days become the property of GPL.
11. Only designated Library staff will have hands-on access to the 3D printer; patrons are invited to observe the process if they wish.
12. Patrons are required to use the 3D Printer in a responsible and ethical manner.
13. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, provincial or federal law, including the "Ontario Human Rights Code".

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- b. 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.)
- c. Obscene, harassing, racist, malicious, fraudulent, libelous, offensive, or otherwise inappropriate for the Library environment.
- d. 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, licensing agreements, or trademark protection.

The Library reserves the right to refuse any 3D print request. The library is not responsible for any infringement of copyright, or any other violation.

- 14. Any patron who misuses or damages equipment, intentionally introduces a virus or malware, or attempts to modify any software or hardware will be prohibited from using Library technologies, including Internet service, and will be held liable for all damages.

Procedures

- 1. The 3D Printer is based at the Keswick Branch, but will be available at both Peter Gzowski (Sutton) and Pefferlaw Branches on an occasional "touring" schedule, at the discretion of GPL management.
- 2. For patron convenience, MakerWare desktop software (for manipulating files) is available on all public workstations in each library branch.
- 3. All print jobs must be submitted via email or other approved electronic means. Files must be in .stl or .thing format for printing.
- 4. Once a print job has been submitted, patrons can request to start their print job through any Library staff member at the Circulation desk of the branch where the 3D printer is housed.
- 5. Items will be printed on a first come, first served basis. If a request is not made directly to circulation staff, printing will be started at the convenience of library staff.
- 6. Circulation desk staff are available for basic help and troubleshooting; patrons looking for more in-depth assistance are encouraged to make an appointment. The time that Library

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desk staff have available for on-the-spot assistance is dependent on the demand for other library services.

7. GPL will endeavor to make printed objects available for pick up as soon as possible; demand will dictate timelines. Estimated time for pickup will be communicated with patron when email file is received and processed by the 3D printer software.
8. GPL management or designate reserves the right to revoke any patron's 3D Printer access and Library privileges if 3D Printer usage is not in compliance with this policy.

| POLICY HISTORY: | |
|---------------------|-------------------|
| Initial Draft | October 17, 2014 |
| Board Presentation: | December 18, 2014 |
| Board Review: | March 26, 2015 |
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APPENDIX "A": 3D PRINTER ACCEPTABLE USE AGREEMENT

You are required to read the following information carefully. Ensure sure you understand it fully and sign it, before participating or allowing your child/ward (under 16) to participate in the Georgina Public Libraries 3D printing activities or associated programs (the Printer).

I, _____ (print name) am fully aware of the policies and procedures that are in place governing the use of the 3D Printer at Georgina Public Libraries.

I hereby agree to release and hold harmless the Georgina Public Library Board and the Georgina Public Library and their officers, employees, volunteers and committees (the Library) from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for damage to my property, or that of my child, arising from my use, or my child's use, of the Printer.

I also agree to indemnify the Library for any liability, loss or damages (including costs and attorneys fees) arising from claims or actions brought by a third party arising from my use, or my child's use, of the Printer.

I agree to follow, or ensure my child follows, the Georgina Public Library's rules and regulations regarding use of the Printer, as outlined in the 3D Printer Policy.

- Library staff must approve any 3D design before the design is printed.
- There must be no printing of weapons, sexually explicit material, and other materials that violate the Library's Policies.
- Print jobs must not exceed three (3) hours duration.
- Print jobs must be estimated to complete at least one-half (1/2) hour before the library closes.
- Payment for printing must be made at time of pickup, at a cost of \$1.00 plus \$0.10 per gram of filament, plus HST.
- There must be no infringement of any person's intellectual property rights, such as copyright, when using the Printer or other Library equipment to create a work.

I have read and understand this agreement, release and indemnity and am voluntarily signing it.

Name

Library Card #

Signature (Parent/Guardian Signature if under age 16)

Date

Address

E-mail Address/Telephone # (Parent/Guardian if under age 16)

Also complete below if under age 16:

Parent/Guardian Name

Parent/Guardian Library Card #

The personal information on this form is collected under the authority of the Public Libraries Act and the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used for the proper administration of the library and the provision of library services and programs by Georgina Public Library. Questions related to the collection of this personal information should be directed to the Library CEO, Georgina Public Libraries, Keswick Branch, 90 Wexford Drive, Keswick, ON, L4P 3P7. Telephone: 905-476-5762

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