

**St. Joseph Public Library
3D Printer Policy**

The St. Joseph Public Library's 3D printer is housed at the Downtown Library and is available to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Any SJPL patron in good standing may submit files to be 3D printed by a trained SJPL staff member. One request per patron can be submitted per month. Questions about the 3D printer should be directed to the circulation staff at the Downtown Library.

The available print size is up to 6" wide / 7" length / 7" height. Library owned filament will be used in the creation of the object. Printing for the library will be given priority over patron printing. Objects will typically be printed in the order that the files are received. Printing will be done with consideration of staff and printer availability. Only trained library staff will have access to the 3D printer.

SJPL reserves the right to refuse the production of any content at any time at the discretion of the library staff. Examples of objects that will not be produced include, but are not limited to:

- Objects that are unsafe, harmful, or prohibited by local, state, or federal law.
- Objects that are obscene or otherwise inappropriate for the library's environment.
- Objects that violate the intellectual property rights of an individual or corporation (i.e., the printer will not reproduce objects that are subject to copyright, patent, trademark, or other registered design protection.)
- Objects that are too large for the 3D printer's build plate.

To request a 3D print:

Send an e-mail to 3Dprinting@sjpl.lib.mo.us with the following information:

- The name of the object to be printed in the e-mail's subject line

In the body of the e-mail message provide:

- Contact information and the time frame for job completion
- The color chosen to be used for printing: black, blue, green, red, or white (only one color may be chosen).
- Attach either an .obj or .stl file of the design to be printed.

Cost

There are no fees at this time for 3D printing. The library reserves the right to impose reasonable fees to cover the cost of providing the service at the discretion of the library director.

*Previous approval date: August 21, 2018