

Created:

Revised:

PUBLIC SERVICE  
(3.25) 3D Printing

The Juneau Public Libraries (“JPL”) provides 3D printing technology as part of its mission to encourage lifelong learning and to provide access to shared community resources that entertain, enlighten, and educate. In order to provide optimal service to our community, the library adheres to the following regulations and policies.

**Usage of 3D printing**

- 3D printing is available to JPL cardholders, ages 13 and up<sup>1</sup>, including residents of Alaska who hold cards with other libraries in the Alaska Library Catalog but are temporarily residing in Juneau.
- Patrons may request a 3D print by submitting a completed 3D print request form on the library’s website.
- At this time, only authorized JPL staff will have physical access to the 3D printer. The library anticipates this may change as the technology evolves.
- While 3D prints may be submitted from any library location or online, prints can be picked up at the Downtown Library only at this time.

JPL reserves the right to:

- Refuse any 3D print request.
- Use staff discretion to organize the print queue for overall efficient output. Priority may be given for City & Borough use.
- Photograph and/or video capture all 3D objects printed. Images/video may be used for monitoring, marketing, and reporting outcomes.
- Gather feedback from users.

**What may not be printed at JPL**

The 3D printer may be used for lawful purposes only. Failure to comply with the policies listed here may result in the rejection of future 3D print requests. No one is permitted to use the 3D printer to create objects that are:

- Prohibited by Local, State, or Federal law;
- In violation of JPL’s (2.1) Code of Conduct;
- In violation of JPL’s (2.2) Internet Use and Safety Policy;
- Obscene, pornographic, or otherwise inappropriate for the library environment;
- A risk to others; or
- In violation of another’s intellectual property rights as covered by copyright, patent, and/or trademark protections.

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<sup>1</sup> Per the children’s online privacy protection act, the library cannot collect the type of personal information required to process print jobs from anyone under the age of 13. The library encourages parents & guardians to facilitate the use of this service for their children at their discretion.

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It is the responsibility of the patron submitting the request to determine whether their requested print is protected by copyright, patents, and/or trademarks.

### **Cost, Completed Prints, and Limitations**

The library will charge for 3D prints with a goal of paying for material costs.

JPL staff will seek patron approval before processing prints that will cost \$5 or more or upon request for any print.

Cost of print jobs that fail due to design errors will be assessed to the patron.

Cost of print jobs that fail due to JPL staff errors or hardware failure is the responsibility of JPL.

Patrons have one active print job. Completed prints must be picked up before another print from the same patron will be accepted into the print queue.

JPL will assume the ownership of completed print jobs not picked up within 7 days of notification and JPL may deny future print requests to that patron. Prints may only be picked up by the patron who submitted the request or by another individual who has been given implied consent under (3.4) Registration, Circulation, & Privacy.

Only .stl file formats will be accepted.

This service is not designed for commercial use or production at scale. Large jobs of identical objects will not be accepted.

As 3D printing is a relatively new technology, layers of 3D printed objects are typically visible. There may be bumps and/or other irregularities on finished objects.

Many objects with overhangs must be built with supporting structures attached to the object. Removing supports can affect the final quality of a print.

- Removing supports is the responsibility of the patron, not JPL staff.