

**SUBJECT: 3D PRINTING POLICY**

**EFFECTIVE: OCTOBER 1, 2016**

**SUPERSEDES: 4/2015**

**1. PURPOSE:**

The Library offers community access to 3D printing through Library learning experiences. This policy determines the manner in which these resources are to be used in the Library.

**2. POLICY:**

- A. 3D printers may not be used to create material that is:
  - 1) Prohibited by local, state, or federal law.
  - 2) Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
  - 3) In violation of the library's [Code of Conduct \(LS 502\)](#), [Access to Electronic Resources Policy \(LS 306\)](#), or any other Library or County policy.
  - 4) In violation of copyright or intellectual property rights.
- B. The Library reserves the right to refuse any 3D print request.
- C. The Library reserves the right to view all 3D design files before printing, in order to estimate print time and ensure adherence to policy.
- D. Only designated Library staff will operate the 3D printers.

**3. PROCEDURE:**

- A. Customers attending a Library 3D printing class or event may submit one design to be printed after the class. Customers must submit their 3D design file within one month of the class date.
- B. 3D designs may be submitted in person on a flash drive or emailed to [thehive@hillsboroughcounty.org](mailto:thehive@hillsboroughcounty.org). Include the date and Library location of the class attended.
- C. 3D designs should take one hour or less to print, as determined by staff using the 3D printing software estimate.
- D. Changes to print size limits may be determined by Library staff, as time and resources allow.
- E. 3D design files must be saved in .stl format.
- F. Staff will process 3D prints in the order submitted. Customers will be notified when their print is complete.
- G. Customers must pick up their printed object within seven (7) business days after notification.

H. Copies of 3D design files will be deleted after the object has been printed.

**4. AUTHORITY:**

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director