

Hinsdale Public Library

3D Printing Policy

Purpose

The Hinsdale Public Library facilitates mediated use of 3D printers by community members. Priority is given to projects directly related to library services and programs and those supporting school curricula.

Policy

The library's 3D printers may be used only for lawful purposes. They may not be used to create materials that:

- Are prohibited by local, state, or federal law;
- Are unsafe, harmful, dangerous, or which pose an immediate threat to the well-being of others (including, in the view of staff, any items that resemble a weapon);
- Are inappropriate for the library environment; or
- Violate another person's property rights. For example, the printers may not be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection.

The printer will only print an object in a single color. Color preferences may be submitted, but the library determines the color of the filament based on availability. Library staff reserve the right to resize projects, if necessary, due to availability of material.

Print jobs may take up to two weeks to complete. Due to the amount of time it takes to print an object, the number of requests received, and staff availability, the Library cannot guarantee that a print job will be ready on a specific day.

Limits and Controls

Library staff review every object file before it is printed. The Library reserves all rights to:

- Refuse any request.
- Stop the project due to time or equipment capabilities.
- Set a limit as to the maximum amount of time a project may take.
- Set a price for projects.
- Limit the number of requests.
- Limit access to 3D Printing Services to Hinsdale Public Library cardholders.

Appeal Process

Patrons are welcome to discuss their concerns about 3D printing with appropriate staff. If that discussion does not adequately resolve the patron's concern, he/she may submit a written request to the Executive Director.

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Process

- Patron submits a written request for reconsideration to the Executive Director.
- The Executive Director reviews the request with the appropriate department manager.
- The Executive Director replies to patron with his/her decision regarding the programming request.

Appeal

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Library Trustees via letter or email.
- The Policy Committee will convene to review the request and make a recommendation to the Library Board.
- Following a vote by the Library Board, the Executive Director or Board President will contact the patron with the Board's decision.

The Board aims to resolve all patron issues in a timely manner.

Related Library Policies

Copies of the following related policy statements, which also contain information regarding use of library equipment, are available at any of the Library's service desks and on the Library's website.

- *Hinsdale Public Library Computer and Internet Use Policy*

Approved and Adopted by Library Board on 11/27/2018.