

Hinsdale Public Library

3D Printing Policy

Purpose

The Hinsdale Public Library (HPL) facilitates supervised 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

Unless part of a program or outreach event, patrons should submit all requests via HPL's website: <https://hinsdalelibrary.info/digital-resources/3-d-printing/>.

If HPL cannot accommodate a patron's request for a specific filament color, size, number, or delivery date, HPL will notify the patron before beginning the project.

Only HPL staff may handle or operate physical components of the 3D printer.

HPL'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
- Are defamatory, invade a particular person's privacy, directly incite violence; 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.

Fees

- Fees will be determined by the Executive Director and posted on the Library's website.
- HPL staff will determine and share project cost with patrons for each request they submit. The patron must return a "3D Payment Confirmation Form" before staff will begin any print job. agreement to pay
- Fees for unclaimed items will be added to the patron's library record and may impact borrowing privileges.

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Limits and Controls

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

- Refuse any request.
- Stop a project due to time or equipment capabilities.
- Set a limit as to the maximum amount of time a project may take.
- Limit the number of requests.
- Limit access to 3D printing services to HPL 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, they may submit a written request to the Executive Director.

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 their 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 Board President will appoint a committee 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 HPL's service desks and on the Library's website.

- [Hinsdale Public Library Computer and Internet Use Policy](#)

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Approved and Adopted by Library Board on 11/27/2018, 09/21/2021, 09/26/23.