GLENDALE PUBLIC LIBRARY
3D PRINTING POLICY

Purpose

The Glendale Public Library desires to offer the community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer(s).

Policy adapted from the Sacramento Public Library

Policy

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

I. The Library's 3D printer(s) may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer(s) to create material that is:

a. Prohibited by local, state, or federal law.

b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, for example: guns or knives.

c. Obscene or otherwise inappropriate for the Library environment.

d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

II. The Library reserves the right to refuse any 3D Print Request.

III. A 3D Print Request Form must be supplied with each print request/copy of an item. This includes the requesters first and last name, email, telephone number, any specific design requests such as color or printing instructions, the chosen pick-up location, and the requester's signature. In the case of a minor, a parent or legal guardian must also sign the form.

IV. The maximum dimensions of a library 3D printed object are 280 x 280 x 270 (in millimeters) or 11 X 11 X 10.5 (in inches). The Library is equipped to handle smaller format prints. Larger, more complex prints may result in unsatisfactory product. The requester will be responsible for the cost of all completed prints, regardless of print quality.

V. A staff member will contact the requester with an estimated total price before printing, which must be approved before printing begins. The cost will be non-negotiable once approval has been submitted and printing has commenced.

VI. Items printed from Library 3D printer(s) that are not picked up within 21 days of notification will become property of the Library and disposed of or displayed as appropriate. Items must be picked up by the individual(s) who signed the 3D Print Request Form.

VII. The Library recognizes that an original design is the property of the designer and designs will not be duplicated for others.

VIII. Only designated Library staff will have hands-on access to the 3D printer.

IX. Indemnity or No Guarantee: The Library is not responsible for any damage or loss or for the security of data arising from the use of its computers or network, the functionality or quality of content produced on the 3D printer, or the inability to print due to unforeseen circumstances.

X. The Library will only accept .STL formatted files for 3D printing. All submitted files will be reviewed by staff for approval before printing commences.

XI. The library will only use PLA filament for printing. PVA filament available for supports upon request.

Created: May 10, 2017
Reviewed and updated: August 8, 2025
Approve and adopted by Library Advisory Board: September 10, 2025