SPOKANE COUNTY LIBRARY DISTRICT

POLICY: USE OF 3D PRINTING AND CUTTING EQUIPMENT

APPROVAL DATE: SEPTEMBER 17, 2019

REPLACES:
Use of 3D Printers Policy

RELATED POLICIES:
Computer, Wireless Network and Internet Use Policy
Confidentiality of Library Records

Purpose: To provide guidelines for the use and administration of the District's 3D printing and cutting equipment.

General Policy:
The District prohibits the use of its 3D printing and cutting equipment to create items that are, as determined by District staff: in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District reserves the right to review all designs prior to printing or cutting and the right to refuse any request in its sole discretion.

Supervision of the use of the 3D printing and cutting equipment by District staff does not constitute knowledge, acknowledgment, or approval of any use of the resulting 3D product. The District specifically disclaims any knowledge, acknowledgement, or approval thereof. In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of customers' use of the printing and cutting equipment in accordance with District policy. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the printed products are likely to be seen by the public.

The District reserves the right to charge Library customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs and may require the charges be paid before the project is started.

Library customers may be limited to a specific number of jobs based upon demand, as determined by District staff. The District does not guarantee that any 3D printing or cutting project will be successful. Unless the printing or cutting job fails to finish, the cost of the completed project, regardless of quality, will still be charged. If the District declines a project request, the customer will not be charged.

SPOKANE COUNTY
LIBRARY
DISTRICT

www.scld.org

Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509. 893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day and those with an estimated completion time that would exceed the longest scheduled open hours will be declined.

In order to claim their items, customers will be required to produce photo ID or a receipt of payment. Items that are created on District 3D printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge for District programs or events. Priority will be given to projects related to District programs and events.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

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Airway Heights Library	Cheney Library	Fairfield Library	Moran Prairie Library	Otis Orchards Library
509.893.8250	509.893.8280	509.893.8320	509.893.8340	509.893.8390
Argonne Library	Deer Park Library	Medical Lake Library	North Spokane Library	Spokane Valley Library
509. 893.8260	509.893.8300	509.893.8330	509.893.8350	509.893.8400