SPOKANE COUNTY LIBRARY DISTRICT

POLICY: USE OF 3D PRINTERS
APPROVAL DATE: SEPTEMBER 15, 2015
REVISION DATE: OCTOBER 16, 2018

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 facilities.

General Policy:
The District prohibits the use of its 3D printers 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 will review all print jobs prior to printing, and reserves the right to refuse any 3D print request.

Supervision of the use of the 3D printer by District staff does not constitute knowledge or acknowledgment of any use of the 3D product, and the District specifically disclaims any knowledge thereof. 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 service.

While the District will maintain the confidentiality of users’ printing history in accordance with District policy, the prints themselves may occur within public view, and the District makes no guarantee that any particular print will not be seen by members of the public.

Library members may be charged for printed items. The District will determine such charges in order to recover costs. Library members may be limited to a specific number of print jobs based upon demand, as determined by District staff. The District does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged. If the District declines a 3D-print request, the member will not be charged.

3D printing will occur only during library open hours. Print jobs with estimated completion times that would exceed library open hours will not be started until the next open day. Print jobs with an estimated completion time that would exceed the longest scheduled open hours will be declined and the member will not be charged.

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

3D printing services may occasionally be provided at no charge in conjunction with related District programs or events. Priority printing will be given to District programs and events.
Only designated District staff and volunteers will have hands-on access to the 3D printer.

The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first to the Executive Director and then to the Board of Trustees.

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