

# DEPARTMENTAL POLICY

**To:** ALL LIBRARY STAFF

**From:** JENNIFER SALAS  
LIBRARY DIRECTOR

**Subject:** 3D PRINTER POLICY

**Effective Date:** 06/21/2023

**Prepared by:** RIKI DONNELLY

## PURPOSE

This policy outlines the equitable and lawful use of the 3D printer.

## POLICY

Library staff receive, review, approve, and print requests for patrons. The printing fee noted in the Fines and Fees Schedule is based on the recovery cost of the printing material. Designs can be downloaded or created at library classes or on library computers. Patrons will not be permitted to print objects that are:

- Prohibited by local, state, or federal law.
- In violation of another's intellectual property rights; for example, material that is subject to copyright, patent or trademark protection.
- Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others; for example, guns, knives or other possibly lethal, harmful or threatening items.
- Pornographic or otherwise inappropriate items for the public library environment.

The repeated attempt to print prohibited items will result in the suspension of this service for the offending patron for three (3) months.

## PROCEDURE

Before submitting a request through the website, patrons must agree to the following statement:

I hereby confirm I have read, understood, and accept the above Policy. I acknowledge that should I break any of the above Policy in any way, or submit harmful, inappropriate, or illegal projects similar, but not limited to, those listed above, my project will not be printed, and I shall be solely responsible and legally liable for any claims, liabilities, losses and causes of actions resulting therefrom.

By submitting this project, I hereby accept responsibility for, and shall hold Martin County harmless in, all matters related to patented, trademarked, or copyrighted materials. Library shall bear no responsibility for making a determination as to the patent, trademark or copyright status of any project.

<https://mrco.wufoo.com/forms/s1mh6ax908qbiqf/>

Any prints that are not retrieved within 30 days will be added to the Library Lost and Found.

APPROVED BY: \_\_\_\_\_  
Jennifer Salas, Library Director

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Joy Banks, Chair, Library Board of Trustees

DATE: \_\_\_\_\_