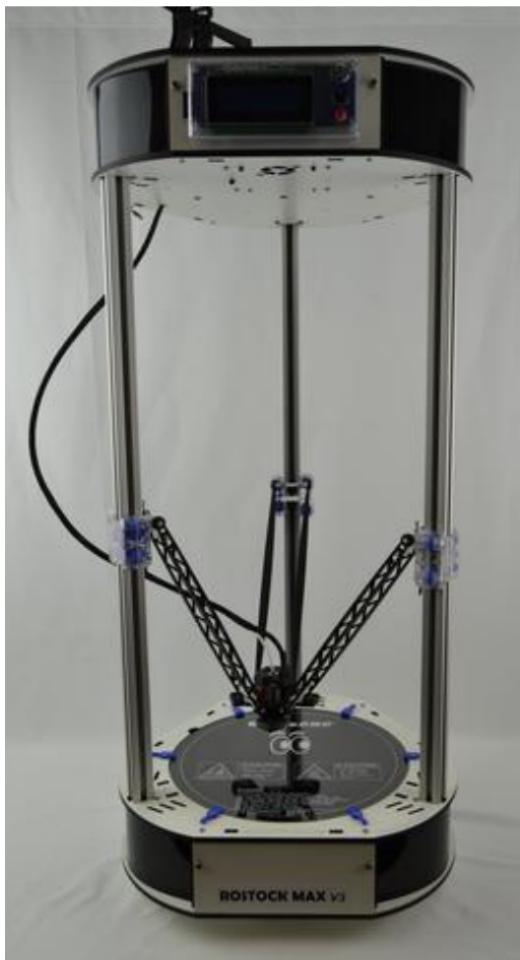


# Warsaw Community Public Library

## 3D Printing:

### What You Need To Know To Print



574.267.6011, ext. 2272

[itservices@warsawlibrary.org](mailto:itservices@warsawlibrary.org)



The WCPL's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital computer file. The 3D printer may be used for lawful purposes only. Patrons will not be permitted to use the printer to create objects that are:

- Prohibited by local, state or federal law;
- In violation of another's intellectual property rights; for example, materials 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 weapons;
- Obscene or otherwise inappropriate items for the library environment

The library reserves the right to refuse any 3D print request.

#### **Cost:**

3D printing at the library will cost \$1.00 for things printing 1 to 60 minutes; \$2.00 for things printing 61 to 120 minutes; \$3.00 for things printing in 2 to 3 hours, etc.

#### **Procedure:**

1. Save your design in a .stl file format on an acceptable medium (flash drive, SD card, or via email as an attachment)
2. Bring or your email your file to the library. Fill out the 3D Printing Request Form. Your file will be reviewed by the IT office and your print job will be scheduled. Same day printing is not guaranteed. You will be given an estimated print time, but remember this is only an estimate. You may want to call before coming to pick up your print job.
3. Print jobs must be paid at the circulation desk before picking up your object.
4. Remember: the library is not responsible for design errors that occur during the printing process. If the object does not print correctly, you will still be charged for the print job. It is recommended that before you submit your file, you utilize a software that checks for errors and helps to repair them.
5. You are responsible for cleaning your objects rafts and supports. Small bumps or holes and rough edges on the object may occur. These can be cleaned up with fine sand paper or other tools.
6. Objects printed that are not picked up within 7 days will become the property of WCPL. Items must be picked up by the individual who submitted the project. If you do not pick up your print job: first offense—6 month forfeit use of the 3D printer ; second offense—forfeits all future rights to use the 3D printer.