



9400 S. Troy Evergreen Park, IL 60805 • Phone: 708.422.8522 • evergreenparklibrary.org

3D Printer Policy

Purpose

Evergreen Park Public Library has one Prusa i3 MK3 3D Printer thanks to a generous donation by OSF Little Company of Mary Hospital and OSF Innovation Lab. It is available to the general public for producing three-dimensional objects using PLA filament. 3D printing will be used to continue the Library's mission of fostering creativity, lifelong learning, and to support STEAM education.

Community members can submit print requests via email for printing. Submitted designs can be original creations by a user or files downloaded from online 3D print galleries. 3D printing services are available to Evergreen Park residents and non-residents with priority given to residents on a first-come, first-serve basis.

3D Printing Policy:

1. 3D print requests must be submitted to adultservices@evergreenparklibrary.org as an .stl file. Please provide your color preference.
2. Users are not permitted to use the printer to create objects that are:
 - a. Prohibited by local, state or federal law.
 - b. Subject to copyright, patent or trademark protection.
 - c. Unsafe, harmful, dangerous or pose any threat to the wellbeing and safety of others. For instance: guns, knives or other possibly lethal weapons or look-alike weapons.
 - d. Objects that are obscene or deemed inappropriate by staff.
 - e. Objects that are intended for sale or mass production.
 - f. Objects larger than 8"x8"x8" – check with Library staff for additional options for larger objects.
3. Evergreen Park Public Library staff reserve the sole discretion to review submitted designs before production and to refuse any 3D print request deemed unsuitable based on this policy.
4. The Library reserves the right to refuse any print request and to stop printing due to operational considerations including, but not limited to, time, printer capabilities, or multiple requests from one user.
5. Print cost: There is a charge of 10 cents per 1 gram of materials used to print an object including supports and rafts.
6. Members are required to remove print supports themselves.
7. The Library is not responsible for failed prints, and users will not be charged for unsuccessful prints.
8. Prints must use Library-owned, PLA filament, with choice of color subject to availability. If you would like to use a filament color that is not supplied by the Library, you may donate money to purchase the filament. Any donated filament becomes the property of the Library.

9. Please allow up to 1-2 weeks for production. Some print jobs may take longer based on demand, library closures, staffing, etc. Staff will notify users by phone or email when the print job is ready for pick-up.
10. Only Library staff may operate the 3D printer; however Library users who meet required training by Library staff may operate the printer as designated by staff.
11. By submitting objects, the user agrees to assume all responsibility for and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials.

Approved by the Evergreen Park Public Library Board of Trustees
January 11, 2023