



3D Printing Policy

The Brimfield Public Library District, as part of its mission, provides community access to a range of technologies, including 3D printers. A 3D printer is used to produce three-dimensional objects from a digital model. This 3D Printing Policy establishes guidelines for use of the Library's 3D printing services.

General Use Guidelines

Library users from any library district are welcome to request 3D prints from the Brimfield Public Library District. Print requests will only be accepted from patrons in good standing with the Library.

Patrons may request 3D prints for educational, research, or recreational purposes. This service is non-commercial and print requests for large numbers of identical objects will not be accepted.

All 3D printing will be completed by Library staff. Patrons may not operate the 3D printer.

The Library's 3D printer may be used only for lawful purposes. The Library reserves the right to refuse to print any object. Patrons will not be permitted to use the Library's 3D printer to create weapons or materials that are:

- Prohibited by local, state, or federal law.
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others; for example, guns, knives, or other possible lethal weapons or weapon accessories.
- Obscene or inappropriate for the Library environment.

Unless otherwise requested by the patron, photographs of 3D printed object(s) or video of the 3D printing process may be shared on social media.

Accepted 3D File Types

The Library can print the following file types:

- .STL
- .3MF

Many pre-made 3D design are available in online repositories to download and print. Before downloading and submitting a print request, make sure the file type matches one of the file types listed above. If using a 3D modeling software to make your own designs, save your file as a .STL or .3MF.

Submitting A 3D Print Request

3D Print requests may be submitted online or in person.

- **Email** – Email your .STL or .3MF file to info@brimfieldlibrary.org along with your name, phone number, and the color requested.
- **In Person** – Fill out a paper 3D Print request form with required information and submit it at the Circulation Desk. Be sure to include the link to the 3D object on your paper form or have the .STL or .3MF file saved on a flash drive. Flash drives will be returned once the print is complete.

3D Print requests will be completed in the order they are received. Priority printing will be given to Library programs and events. The Library will make every effort to complete requests within a week though completion time is not guaranteed.

Pricing

The price for 3D printing is based on the total print time including any rafts and supports generated by the printing software. An estimate of the cost can be given upon submission of a print request.

Design Responsibility

Patrons are responsible for their 3D designs. Library staff will not correct errors or modify designs. If the conversion software declares the design is unprintable, or that it has serious errors, the patron will be notified that the object is unprintable and will not be charged. Patrons may resubmit the design once fixed, but the design will be placed at the end of the print queue.

Patrons are responsible for any post processing for their object such as filing or removing plastic supports. The Library is not liable for object quality or stability of designs. The Library is not liable for objects which prove to be functionally faulty, defective, or unsafe in their use.

Completed 3D Prints

Staff will contact the requestor by email or phone when a print is ready for pick-up. Print jobs will be discarded after 30 days if not picked up. Patrons are still responsible for payment for an item even if the object is not picked up within the thirty-day window. The Library accepts cash or check for payment.

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