

**Eglin Library
Makerspace Policy
Updated October 2019**

The Libraries' 3D printers may be used only for lawful purposes. The public will not be permitted to use the 3D printers to create material that is:

- **Prohibited by local, state or federal law.**
- **Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. This includes weapons or life-like replicas, parts of weapons, ammunition, and defensive as well as offensive weapons.**
- **Obscene or otherwise inappropriate for the Library environment.**
- **In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.**
- **The library reserves the right to refuse any 3D print request.**
- **To schedule a 10 minute Makerspace orientation, please stop by the library, email eglinlibrary@gmail.com or call 882-9309. Printer will be run by library staff but patrons may run the electronic cutter.**
- If you have complex 3D printing needs, a paid 3D printing service may work best for you. You may use these third party services at your own risk. The library does not endorse any third-party service and does not know any details of their services.
- Patrons must have a library patron account to use the 3D printer.
- Patrons may submit only a single file request at a time.
- Patrons are limited to 5 hrs of printing time per month per patron account.
- All 3D printing requests must be submitted as .STL or .OBJ file types. Other file types will be returned and not printed until converted to an approved format.
- Single color requests can be made. Color requests will be taken into account when printing but may not always be honored.
- By submitting an email request, patrons agree to all 3D printing policies.
- The library does not have 3D software on patron computers. Patrons can find various 3D modeling software online. Staff may refer patrons to 3D programs but the library does not endorse any software.
- Please allow three to four weeks for prints to be completed.
- Library staff will run machine due to heated surfaces.
- Projects must be approved by staff prior to use of 3D printer and vinyl cutter. The link and files must be emailed to eglinlibrary.com.
- Library staff will briefly evaluate each submitted file for size, compatibility with printer, and the need for support.
- Staff is not responsible for design flaws or ill-fitting building parts, and will not modify submissions beyond the described above.

Signature _____ Date _____