PHYSICAL PRINTING POLICY

It is the policy of the Lewis & Clark Library Board of Trustees to provide resources available to the public for the purpose of creating or carving physical 3d objects. The intent for the provision of these resources is to offer services that are not readily available in the community, and to introduce new technology.

This policy covers any technology or process that the library provides that creates a 3 dimensional object. This may include but not limited to:

- 3D printer
- 3D pens
- 3D scanner
- Engraving machine
- CNC (Computer Numeric Control) machine

The library's 3D printer may be used only for lawful purposes. To that end, users are not permitted to use our 3D printer to create material that is:

- Prohibited by local, state, or federal law as well as Lewis & Clark Library policies.
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate terms of use of the manufacturer.)
- 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.
- Please note that the library reserves the right to not print any project.

Any objects that are printed using the library resources, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Lewis & Clark Library is not responsible for any damage, loss, or functionality of anything printed using a library physical printing device.

Procedures

Jobs to be printed will be submitted to the library either online using an application designed for print job submissions, or in person on a USB drive or email.

- Once a job has been submitted, the patron will be asked to provide their library account information (patrons must have a library account to use the physical printing facilities)

- The cost of the print job will be applied to the patron's library account.

- The print job will be queued to the printer, and will start printing when the device is available.

- The user will receive email notifications of the submission of the job, the application of the payment, the start of the print job, and the completion of the print job.

- The library will review each print job and make adjustments to the printing time/place as necessary to accommodate device needs and availability.

Approved by the Board of Trustees December 18, 2018