

## **3D Printing Policy**

### **Normal Public Library**

3D printing is available for any visitor to the Normal Public Library at no cost.

- Printing is available on a first come, first served basis and is completed by library staff. Priority printing is given to library use, classes, and events. Please allow up to two weeks for your file to be printed.
- Persons wanting to print an item printed must submit a request online.
- File must be submitted in .STL format. Please submit the file or the URL pointing to the file.
- The object must be smaller than 8" x 8" x 8" (length, width, height).
- Print jobs that will take longer than 12 hours to complete will not be accepted.
- Only one print request per person (one file per request) will be accepted at a time.
- Patrons will be notified by email or phone when print job is finished.
- Items will be held for seven days.
- The library reserves to the right to refuse any 3D print request.

The Normal Public Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the library's 3D printer 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. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the library environment, dictated by community standards.
- 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. The library reserves the right to refuse any 3D print request if it feels it infringes on existing copyright. (Notice of Title 17 below).

“NOTICE WARNING CONCERNING COPYRIGHT AND OTHER LEGAL RESTRICTIONS. The copyright (Title 17, United States Code), intellectual property (patent law for example under Title 35, United States Code) and other laws of the United States may govern the making of photocopies or other reproductions of content protected by copyright, patent and other laws. Libraries and archive furnish unsupervised photocopy or reproducing equipment for the convenience of and use by patrons. Under 17 United States Code Section 108 (f)(2) the provision of unsupervised photocopy or reproducing equipment for use by patrons does not excuse the person who uses the reproduction equipment from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107 or any other provision of the copyright law, nor does the provision of unsupervised photocopy or reproducing equipment for use by patrons excuse the person who uses the reproducing equipment from liability for patent, tort (such as products liability) or other laws. This institution reserves the right to refuse to make available or provide access to photocopy or other reproducing equipment if, in its judgment, use of such equipment would involve violation of copyright, patent or other laws.”

*Approved by the Board of Trustees of Normal Public Library: August 26, 2015; Amended September 26, 2018; September 18, 2024.*