

**OLEAN PUBLIC LIBRARY
3D PRINTING PROCEDURES AND REQUEST FORM**

Please ask a Library staff member if you have any questions.

The library does not keep records of 3D Print files.

The library will try to print quality objects for submitted files, but we cannot guarantee that the file will print the way you want. If you need your item to be exact, please use a commercial printer.

Failed prints happen for various reasons. We will stop the print job if we believe it is not going to be a successful print.

Please Check this list before submitting your file for printing:

- Your library account is in good standing.
- The file must be submitted in .stl format.
- Item does not exceed 6” in any dimension.
- Print time cannot exceed 5 hours.
- Only one print item submitted per week.
- Default print color is BLACK.
- Designs created at home must be downloaded to a USB drive and may not exceed 25MB.
- Library staff does not modify .stl files before printing.
- Allow 7 business days for completion.

Please print and fill out the 3D Printing Request form and submit the completed form when you submit your 3D print file.

The Library’s 3D Printers may be used only for lawful purposes. The public will not be permitted to use the Library’s 3D Printers to create material that is:

- I. Prohibited by local, state, or federal law
- II. 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.)
- III. Obscene or otherwise inappropriate for the Library Environment
- IV. 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.

For full policy and guidelines see <https://www.oleanlibrary.org/3dprinting>

3D Printing Request Form

By filling out this form you are agreeing to Olean Public Library’s 3D Printing Policy and Procedures

- ❖ You will be notified by e-mail or phone when completed
- ❖ When complete, the cost will be added to your library account.
Payment must be made before pickup
- ❖ The print job will be available at the Circulation Desk

Date Submitted	
Name (REQUIRED)	
Library Card Number (REQUIRED)	
Phone Number (REQUIRED)	
E-mail (REQUIRED)	
Signature (REQUIRED)	

Staff Use Only			
Printing Fee (Fee Added to Library Account)	_____ X <u>\$0.20</u>	+ <u>\$1.00</u>	= _____ (total cost)
	(PLA Grams)	(Printing Fee)	
Staff Accepting Job			
Staff Reviewing and Printing File			
Date Completed			
Date Picked up			