Hudson Area Public Library
3D Printer Use Guidelines & Procedure

Purpose of 3D Printer

The Hudson Area Library Foundation generously provided a grant for the creation of the Hudson Area Public Library iLab, which included the purchase of a 3D Printer to highlight the use of technology in the library and offer innovative creation opportunities for the public to engage and create.

What is 3D printing?

3D printing builds physical objects from digital models. Digital models are created using Computer Aided Design (CAD) programs. 3D printers read the digital model file and extrude thin layers of plastic filament to build the objects. Users may create their own digital models or use predesigned models.

Who can request to print?

Anyone with a Hudson Area Public Library card and a signed waiver on file! Ages 17 and younger must have a waiver on file that has been signed by a parent or guardian.

Cost of printing?

There is a charge of $.50 per hour for printing on the 3D printer, with a 4 hour maximum print time. Time is rounded to the next hour, for example a 1.5 hour print job would cost $1.00. Minimum charge of $.50. **Projects must be paid for upon pick-up. Charges for items not picked up will be applied to patron's library account.**

Guidelines for Use

1. Use of the 3D printers is subject to the Hudson Area Joint Library Technology Use Policy, the Hudson Area Joint Library's Code of Conduct, and local, state, and federal laws. The 3D printer may not be used to to violate the intellectual property rights of another, and is subject to copyright laws.
2. The Library reserves the right to refuse any 3D print request.
3. Patrons will not be charged for prints that are defective due to printer problems; however, this does not include design defects.
4. 3D prints that are not picked up and paid for within 7 days become the property of the Library. Additionally, all print charges will be added to the patron's library account.
5. Library staff supervise the 3D print job and manage the queue. Staff determine the order of print jobs when there is a queue.
6. Only Library filament can be used in the 3D printer and choice of color is subject to the material available.
7. Printed objects may be photographed for promotional use by the Library.

DESIGN & PRINTING PROCEDURE

Make your own 3D object file using Tinkercad or any other CAD programs.
You will need a basic understanding of Computer Assisted Drawing (CAD). Visit www.tinkercad.com for brief tutorials to learn how to use Tinkercad, or explore other free resources. Create and save your 3D object.

3D model designs must be saved as an STL, OBJ, DAE or AMF file to a USB flash drive. Contact the Library at 715-386-3101 to schedule your print job and bring the flash drive to the Hudson Area Public Library for printing. Additionally, you may send your print request and files to hudsonpl@hudsonpubliclibrary.org

Predesigned 3D object files

Predesigned 3D object files are available to download from websites such as:

- YouMagine www.youmagine.com
- Thingiverse www.thingiverse.com
- Cubify www.cubify.com

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When can I print?

Printing is available during regular business hours; however, no prints will begin later than 5:30 p.m. Advanced reservations are encouraged and can be made by phone or in-person. You will be contacted when your print job is complete.

- Monday - Thursday: 10:30 am – 5:30 pm
- Friday: 10:30 am – 5:30 pm
- Saturday: 10:30 am – 1pm

Project Pick-Up

Once you have been notified that your project is ready, you may pick it up at the main circulation desk anytime during open hours. Projects must be picked up within 7 days of completion. Any charges associated with projects that are not picked-up will be applied to your library account.

The Hudson Area Public Library reserves the right to refuse any 3D print request.

The Hudson Area Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printers.