

3D Printing Request Form

Howe Tech Center
David A. Howe Public Library
155 North Main Street
Wellsville, NY 14895
(585) 593-3410

First and Last Name: _____

Preferred Contact Info (phone or email): _____

File name to be printed: _____

Link to item to be printed (if needed): _____

Color for your object (Other colors may be available in the future, check one):

_____ Silver	_____ Bright Blue
_____ Salmon? (Racy Red)	_____ Bright Green

Other Design Notes:

David A. Howe Public Library 3D Printing Policy

1. The 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:
 - a. Prohibited by state, local, or federal law.
 - b. 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).
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce a material that is subject to copyright, patent or trade mark protection.
2. The Library reserves the right to refuse any 3D printing request.
3. Cost: The cost is \$1.00 for the each hour of printing as determined by the Cura printing setup program. The Library Staff reserves the right to change the cost as needed.
4. 3D printing staff will notify the patron if their object will cost more than \$5.00 to print. If an object will cost less than \$5.00 it will be printed without further approval from the patron.
5. The patron will be responsible for the full cost of a successful print.
6. Each piece must require less than 5 hours to print. Multi-piece requests will be considered on a case-by-case basis.
7. Only designated Library Staff and volunteers will have hands-on access to the 3D printer.
8. The Library reserves the right to review all files before printing and to refuse scanning and/or producing any content at any time at the discretion of the Library Staff.
9. Schedule and access to the 3D printer will be determined by Library Staff. A 3D Printing Request Form must be filled out and returned to the library before printing can be scheduled.

I agree to the David A. Howe Public Library's 3D Printing Policy which includes the costs involved.

Signed: _____ Date: _____

To be filled out by library staff-

Printing Time: _____

Cost: _____