

The Oak Creek Public Library has a 3D printer available for use for the public. Access to the 3D printer gives people the opportunity to utilize technology that is not readily available elsewhere.

Anyone wishing to request a 3D print must fill out the online form at:

<https://oakcreeklibrary.org/3D-printer/> . Minors, under the age of 16, must have a parent or guardian submit the online form for them.

Residents of the city of Oak Creek with a valid library card may request one print job, under 100 grams total weight (including supports/multiple pieces), per month at no cost. Non-residents, and residents who request additional 3D prints/request a print job over 100 grams, must pay for the 3D print at the price of \$0.05 per gram.

3D prints can be selected from the Oak Creek Library's "3D Printing Library", open-source websites such as www.thingiverse.com or <http://3dupndown.com/>, or created using modeling software such as SketchUp or Tinkercad. Patrons wishing to submit a custom 3D print job must provide either the direct link to the item on a website or provide the files in .stl or .gcode file formats.

Library staff reserve the right to refuse any 3D print request.

Due to the volume of requests, staff is unable to give a firm date/time as to when the print job will be completed, but will make every effort to complete the print job within 2 weeks. If the print job cannot be completed within that time frame, the patron will be contacted with an updated timetable. Patrons have 5 business days to pick up their completed print job, or the item will be forfeited to the Library. Exceptions may be made with the approval of the Library Director or his or her designee.

Failure to follow this policy may result in loss of 3D printing privileges and/or loss of library privileges. Please see the Patron Behavior Policy for more detailed information about loss of library privileges.

Approved by the Library Board of Trustees November 14, 2019