

Florida Public Library

3D Printer Guidelines & Procedures

Guidelines

- 3D printing is available only to FPL cardholders in good standing.
- Patrons must submit a fully completed *3D Printing Project Submission Form* (attached) for approval as well as the electronic file.
- Completion times are not guaranteed, but most jobs will be ready for pickup within a couple weeks. You will be notified when your print is ready.
- All files will be deleted from the library's computers once the print job has been completed. The patron is responsible for retaining a digital copy of their original design.
- By submitting content, the patron agrees to assume all responsibility for and shall hold the Library harmless in all matters related to patented, trademarked or copyrighted materials.

Procedures

- Submit a *3D Printing Project Submission Form*.
- Designs must be submitted in .stl format.
- Your file may be emailed to fpl@rcls.org (*no larger than 20MB*) or you may bring the file on a flash drive to the library.
- Objects will be printed in only one color with PLA filament material.
- Items are limited to a build volume of 4" L x 4" W x 4" H, and to items taking less than 4 hours to print.
- You will be notified when your completed item is ready to be picked up.
- Objects may be picked up during regular Library hours.

Items not picked up within 14 days will become property of the library and the printing cost will be added to the user's library card account.
- The library recommends that your design be run through <https://ultimaker.com/en/products/cura-software> or other slicer software for viability before submission. The library uses Repetier software to communicate with our 3D printer and to slice the object which determines the amount of time needed to print and whether the object "holds water".

**Florida Public Library
3D Printing Project Submission Form**

1. Name: _____

2. Email address: _____

3. Best phone number to reach you: _____

4. FPL library card number: _____

Please indicate a first and second color choice (we will use the second choice if we are out of your first choice):

- White
- Green
- Red
- Blue
- Orange
- Yellow

Additional comments about your printing job:

Signature _____ Date _____

Info below to be completed by the Florida Public Library staff only

Project approved by _____ Date of Approval _____