

# 3D PRINTING REQUEST FORM



The 3D Printer is a device that prints 3-dimensional objects using PLA filament that is plant-based and recyclable. It supports classroom assignments and personal creativity. You can design your own creations using free 3D modeling software available on the internet (tinkercad.com is a good one), or download existing print files from thingiverse.com.

Build volume cannot exceed 10" wide x 6" deep x 6.7" high . Please create your object before submitting this form.

## INSTRUCTIONS:

Bring this form to the information desk with your files on a USB drive, SD card, or CD. [Files in the .stl format are preferred](#), though .obj files are also acceptable.

The librarian will contact you to verify cost before the job is printed, and will email you when your print job is ready to be picked up.

**Questions? Contact us at 435-716-9123**

## YOUR INFORMATION:

Name: \_\_\_\_\_

Library Card #: BLOG000\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## PRINT JOB INFORMATION:

Number of Parts: \_\_\_\_\_

File Name(s): \_\_\_\_\_ .stl  
(list them on the back if you need more room)

Preferred Color:

<input type="checkbox"/> BLACK	<input type="checkbox"/> ORANGE	<input type="checkbox"/> SILVER
<input type="checkbox"/> WHITE	<input type="checkbox"/> GREEN	<input type="checkbox"/> GOLD
<input type="checkbox"/> BLUE	<input type="checkbox"/> PURPLE	<input type="checkbox"/> TRANSLUCENT
<input type="checkbox"/> RED	<input type="checkbox"/> YELLOW	<input type="checkbox"/> WHITE

**I have read the policies and agree to abide by them**

## LIBRARY STAFF INFORMATION:

DATE RECEIVED / STAFF INITIALS: \_\_\_\_\_

- tape the drive or disc to this paper
- place in request folder at info desk
- email or call IT specialist librarian

## POLICY:

1. The library reserves the right to refuse any 3D print request.
2. 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:
  - Prohibited by local, state, or federal law.
  - 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.
  - Obscene or otherwise inappropriate for the library environment, at the discretion of the Library Director. Any appeals about the judgement of a print may be made to the Director or Library Board.
  - 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.
3. Print jobs must be for personal or educational not-for-profit use.
4. The color of the job will be based on filament availability at the time of the request.
5. Allow 3-10 business days to have objects printed.
6. You will be notified when objects are ready to be picked up. Items must be picked up within 7 days of the contact date.
7. These rules may change at any time.

## PRICING:

- First 100 meters of filament \$.20/meter
- \$.30/meter beyond the first 100 meters
- Prints must be paid for before they will be printed.

ATTACH DRIVE HERE