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3D PRINTER POLICY

The Newark Public Library makes 3D printing available free of charge to customers ages 17 & under. 3D printing services are available to adults at the rate of \$1 per half hour. The library's 3D printer is available for the printing of three-dimensional objects using a design that is uploaded from a digital computer file.

The library's 3D printers may be used only for lawful purposes. Content that will not be produced includes, but is not limited to, materials or objects that:

- Are prohibited by local, state or federal law;
- Are in violation of the library's code of conduct;
- Are unsafe, harmful, dangerous or which pose a threat to the well-being of others;
- Reproduce objects or materials that are subject to copyright, patent or trademark protection.

The library reserves the right to refuse any 3D print request.

The customer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented or trademarked materials. The Newark Public Library is not responsible for any damage, loss, or security of data arising from the use of its equipment or network, nor the functionality or quality of objects produced on the 3D printer.

Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions. The library reserves the right to limit the number and/or size of print requests.

Library staff will review every object file before it is printed. Customers are solely responsible for the creation and editing of design files. All files will be deleted from the system following the completion of the print job.

The library does not guarantee complete customer privacy during the 3D printing process as printing may be done in a public space.

Charges must be paid at the time of pick up. Refunds are not given. Customers have fourteen days from notification to pick up their print job. Items not picked up within fourteen days become the property of the library.

Adopted October 13, 2022