

# POLICY

1. The library's 3D printer may be used only for lawful, non-commercial purposes. All designs must comply with the Library's Acceptable Use Policy. Designs must not:
  - Create materials prohibited by local, state or federal law.
  - Be in violation of intellectual property rights, including copyright, patent, or trademark protection.
2. The library reserves the right to refuse any 3D print request.
3. Payment, in the form of cash, check or credit, must be made when the job is picked up. For print jobs or job groups costing \$20 or more, a 50% deposit is required before printing begins.
4. The library assumes no fault if the design does not print as expected. Library staff will attempt one reprint if a job fails to print.
5. Items printed by the library's 3D printer that are not picked up within 2 weeks will become property of the library unless an exception is requested. Items must be picked up by the patron who ordered them or an alternate designated by that patron.
6. Only trained library staff will have hands-on access to the 3D printer.

*These guidelines are subject to change.*



## **NORTHEAST HARBOR LIBRARY**

PO Box 279, 1 Joy Road  
Northeast Harbor, ME, 04662  
207 276 3333 | [nehlibrary.org](http://nehlibrary.org)  
[talktous@nehlibrary.org](mailto:talktous@nehlibrary.org)

**Email [printthis@nehlibrary.org](mailto:printthis@nehlibrary.org)  
with 3D print requests and  
questions!**

Our printer was kindly donated by  
Story Wibby. Thank you Story!

# 3D PRINTING AT THE LIBRARY



**NORTHEAST HARBOR LIBRARY  
207 276 3333 | [nehlibrary.org](http://nehlibrary.org)**

# ABOUT

The Library's 3D Printer is a Creality K2-SE printer; 3D printers turn digital models into three dimensional physical forms. Ours uses a process called fused filament fabrication or fused deposition modeling, where plastic filament is heated, extruded and built up in thin layers to create the object.

Filament can come in several materials; the library stocks PLA (polylactic acid), which is a lightweight and durable plastic. PLA is biodegradable and made from cassava root and sugarcane and is a common material used in 3D printing.

3D printing is a powerful tool for creativity, innovation and STEM education with many practical and fun applications. 3D printing is becoming more accessible and popular with hobbyists and entrepreneurs; the library is pleased to offer this service to the public!



# YOUR DESIGN

To have something 3D printed, you can either design your own file or find one online. Here are several free options for designing or downloading 3D models to be printed:

- *Thingiverse*
- *3D Warehouse*
- *Tinkercad*
- *Sketchup*

Available files to download will often have licensing information that dictate their use.

# LIMITATIONS

- The library offers PLA only
- All prints will be single color based on the library's current supply of filament.
- The maximum dimensions are 220 x 220 x 250mm (8.66w x 8.66d x 9.84h inches)
- All print jobs must take less than 7 hours to complete.

Library staff will let you know if your job cannot be printed and will confirm when it is ready for pickup. Cost will be confirmed with the pickup notification.

If you want to supply your own K2-SE compatible material, we will charge \$1 for the print to cover the cost of the staff time it takes to set up and do the printing.

# HOW TO REQUEST

Please send all 3D print requests to [printthis@nehlibrary.org](mailto:printthis@nehlibrary.org) with your file as an attachment and "3D Print" in the subject line.

In the body of your email, please include size specifications, if necessary, number of copies if more than one and any other variable details.

Please send your file as a **.stl**, **.obj** or **.amf** file type. If you're confident with slicer software and want to send us the gcode instead, that's fine too.

Files will be printed in the order they are received and there are many factors that can affect the time it takes to have your job printed. We aim to complete most jobs within a week.

Library staff will email you to let you know that your job is complete and ready for pickup!

# COST

There is a \$1 minimum charge for all prints. Additional cost of \$0.20/gram of filament used will be added on. Payment is due when you pick up your item; we accept cash, check, credit card and tap-to-pay.