



3D Printing Policy

Adopted: September 20, 2018

Revised: January 15, 2026

Policy Statement:

The Summit County Library provides 3D printing services to foster innovation, digital literacy, and hands-on learning. This service aligns with our mission to offer equitable access to emerging technologies while prioritizing safety, intellectual property rights, and responsible use.

1. Guidelines

1.1 Summit County Library's (the Library) 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create, reproduce or manufacture material that is:

1.1.1 Prohibited by local, state, or federal law.

1.1.2 Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. This includes the creation, reproduction or manufacture of "dangerous weapons" as defined by 76-10-501 of the Utah Criminal Code.

1.1.3 Obscene, sexually explicit, or otherwise inappropriate for the Library environment.

1.1.4 In violation of another's intellectual property rights. That is, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

1.2 Only designated Library staff and volunteers will have hands-on access to the 3D printer and the software which controls the printing instructions.

1.3 After the print requests are submitted to the Library staff, the Library reserves the right to:

1.3.1 Review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and that it is capable of production. If a submitted request is considered by Library staff to be obscene, sexually explicit, or otherwise inappropriate for the Library environment, the request will go to the Library Director, and if necessary, the Summit County Attorney's office for consultation. If there is a problem with the design and/or production, the patron will be informed of the

problem(s) and the change(s) needed before the design can be printed. The Library cannot guarantee that a print job will be completed within a particular time frame.

1.3.2 Refuse any 3D print request.

1.3.3 Stop printing a request due to time or printer capabilities.

1.3.4 Set a limit as to the maximum amount of time a print job may take.

1.3.5 Charge users for print requests.

1.3.6 Limit the number of print requests. (If there is high demand, the Library will schedule only one print per week per person or entity.)

1.3.7 Give priority printing to Library programs and events.

1.4 Items printed from the Library's 3D printers that are not picked up within 30 days of being notified via email will become property of the Library.

2. Design Creation

2.1 The 3D printer can be used with basic knowledge of Computer-Aided Design (CAD). However, creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.

2.2 The Library permits access to any online design software on its computers. Each user is responsible for the access log-in and password and is responsible for the content and designs on those accounts.

2.3 Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj file format.

2.4 Digital designs also are available from various file-sharing databases.

2.5 The Library takes no responsibility for issues of access, content, accuracy, quality, reliability, or safety of the designs that users create or download from online sources.

3. Submitting a Design for Printing

3.1 Persons wanting to use the 3D printer can email their project file (in .stl or .obj file format, no larger than 25MB) to 3DPrintingRequest@thesummitcountylibrary.org or bring their file to the Library during open hours. Staff will add the model to the printing queue.

3.2 User must submit a “3D Printing Request Form” available on the Summit County Library website, specifying the print job. Only one object may be requested at a time; the object may have multiple parts or files, listed individually. The Library may adjust your print due to size or filament usage, as needed.

3.3 Object must be smaller than 11.5” L x 10.5” W x 9.5” H to print on the Lulzbot Taz 6.

3.4 An email address and telephone number is needed to notify users when the print job is available for pickup and fees that apply.

3.5 3D print jobs will be readied and sent to the printer by Library Staff. All files will be viewed in Cura LulzBot Edition or other authorized software before printing.

3.6 Failed prints due to 3D design should be reworked and resubmitted by the user. Failed prints due to machine malfunction or failure will be reprinted at the earliest convenience by staff, without a resubmission by the user

3.7 Items may be picked up at the Library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.

4. Charges

4.1 The Library will charge users for print requests. Users will be required to pay for print jobs at time of pick up. Users may only print from available printing supplies provided by the Library. The Library uses PLA filament exclusively.

4.2 Refer to the *Library Fees Schedule* for the price per gram and minimum charge per print job.

4.3 Refer to the *Library Fees Schedule* for time charges.

4.4 There will be no charge for items created as part of a Library class as long as they are under a 20 gram maximum.

4.5 Print jobs will be limited to 150 grams (including supports) or less per submission.

4.6 Users placing requests for print jobs will remain responsible for payment of all time and material charges incurred, even for failed print jobs due to faulty 3D designs, and will be assessed these charges on their Library accounts.

5. Disclaimers

5.1 Supervision by Library staff or volunteers does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

5.2 The user assumes all responsibility for the 3D design. The quality of the resulting print is the sole responsibility of the user. Summit County, The Library and its employees accept no responsibility or make any warranties, express or implicit, as to the safety, success, usability, merchantability, appropriateness, or any other aspects of the created, manufactured or reproduced designs generated by any of its 3D Printers. This equipment is considered experimental and educational, and as such print jobs often fail. The Library is not liable for injuries, property damage, or failure of function caused by objects or materials made through the utilization of its 3D Printers.

5.3 The user assumes all liability for 3D printed items and designs and is responsible for ensuring designs are within compliance of all copyright and property laws. The printer may not be used to reproduce material that is subject to copyright, patent, or trademark protections.

5.4 Policies and procedures governing the use of the Library's 3D printers are subject to change.



3D Printing Request Form

Name:	
Library Card:	
Phone Number:	
Email Address:	
Expected Size:	
Object Description:	Title: _____ <input type="checkbox"/> Thingiverse: # _____ <input type="checkbox"/> Other website: _____ <input type="checkbox"/> Email : 3DPrintingRequest@thesummitcountylibrary.org <input type="checkbox"/> USB Drive: _____
One object may be requested; list each part of the object individually. DESCRIPTION	FILE NAME
1.	
2.	
3.	
4.	
5.	
Copyright & Liability	The user assumes all liability for 3D printed items and designs and is responsible for ensuring the submitted print job is accurate and complete and that designs are within compliance of all copyright and property laws. The printer may not be used to reproduce material that is subject to copyright, patent, or trademark protections. The user assumes all responsibility for the 3D design. The quality of the resulting print is the sole responsibility of the user. Failed prints due to 3D design should be reworked and resubmitted by the user. Failed prints due to machine malfunction or failure will be reprinted at the earliest convenience by staff, without a resubmission by the user.

I have read and agree to the 3D Printing Policy.

Signature _____ Date _____

Date Received _____ **Date Completed** _____ **Contact Date** _____