

### **3D Printing Policy**

**Overview** In keeping with Rawlins Library’s mission to “maintain and improve the quality of life for all citizens of the community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment,” Rawlins Municipal Library strives to offer access to new technology. One of the new technologies that Rawlins Library plans to offer the public is 3D printing. In 2025, Rawlins Municipal Library will acquire a Bambu Labs A1 and A1 Mini 3D printers.

### **How 3D Printing Works at Rawlins Municipal Library**

- 3D printing is open to all library cardholders who have an account in good standing. All fines and fees must be paid prior to submitting a 3D printing request.
- For every 3D print request, library patrons will need to complete the 3D Printing Agreement Form that can be found at [www.rawlinslibrary.org](http://www.rawlinslibrary.org) or at the front desk. Completed forms and 3D model files can be sent to [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us). Patrons will then need to save or export the 3D model as a .3mf, .stl, or .obj formatted file. Completed forms can be dropped off at the front desk or emailed to [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us). Library staff will contact you if there are questions on the form.
- Priority is given to library related 3D printing (i.e. library programs). All other requests are filled on a first come, first served basis. Rawlins Library reserves the right to waive 3D printing fees for patrons participating in library programs
- Items are printed in a single color. You may submit color preferences, but filament color is based on availability.
- Staff will do their best to help users create successful 3D prints. However, the library is not responsible for failed 3D prints.
- The fee to use 3D printing is .10 cents per gram of filament with a minimum charge of \$1 per 3D print. Prints will be weighed using a digital scale.
- 3D printed items must be paid for when picking up the item.
- Patrons who do not pick up their item within 7 business days will have the 3D print charge assessed to their library card. Patrons will not be able to check out until the fee is paid. No additional fabrication requests will be accepted until all outstanding fabrication fees are paid in full.
- Except in cases of mechanical failure, patrons are expected to pay for their fabricated objects.

### **List of Items Not Allowed on 3D Printers**

- Anything prohibited by local, state, or federal law.
- Anything that is harmful, unsafe, or poses an immediate threat to the well-being of others.
- Inappropriate or obscene objects.
- Anything larger than 14.17X14.17X14.7 inches.
- Anything that has copyright or trademark restrictions. Rawlins Municipal Library abides by the copyright laws of the United States (Title 17, U.S. Code). These laws govern photocopying or creating other reproductions of copyrighted materials. All users of the 3D printer must abide by copyright laws.
- Rawlins Library reserves the right to deny any 3D print request or equipment use request. If desired, a patron may appeal such decisions by speaking to the Library Director.

