



301 North Sandusky Avenue
Upper Sandusky, Ohio 43351

419-294-1345
419-294-4499 (fax)

uscl@seolibraries.org
<https://usclibrary.org>

3D Printing Policy

USCL's 3D printing service is available to anyone 18 years or older with a library card through USCL or another SEO library, and with no unpaid fines or fees. Minors must submit projects through a parent or guardian.

All printed items must be paid for and picked up within 14 days or the item will be charged to your account and will become property of the library.

The library reserves the right to refuse any 3D printing request for reasons including but not limited to:

- Any item that is unsafe, harmful or prohibited by law
- Any item that is inappropriate for the library environment
- Any item that violates the intellectual property rights of an individual or corporation

If an object is printed and later determined to be in violation of these terms, the cost of the materials will be applied to the patron's account as a fine and the object destroyed.

3D Printing Procedures

USCL staff will print your project on the Dremel 3D40 3D printer, using the file you submit. You can search Thingiverse.com for ready-to-print designs, or create your own designs with websites such as Tinkercad.com or Sketch.com.

- Files must be submitted in .stl format.
- We will not modify your files. We print files exactly as they are submitted to us.
- We will not "finish" completed projects. You will receive them as they come out of the printer, with supports attached.
- If a print fails due to a design flaw or file error, the library will not be responsible, and you will be charged for the cost of materials expended.
- If the print fails due to a mechanical problem with the 3D printer, you will not be charged.
- Projects will be attempted no more than three times.
- The size of the completed object must be no more than 10" (254 mm) long x 6" (154 mm) wide x 6.7" (170 mm) high.

Cost: \$.15 per gram, with a \$1.00 minimum charge – we will provide you with an estimate before printing, but the exact cost will be determined after the print job is complete.

You may submit up to two jobs at a time, which will be completed as time permits with respect to other customer orders and library projects. Library projects will take priority.

How to Request a 3D Print from USCL

- Make sure you have a library card from USCL or another SEO consortium library.
 - Library cards are free and can be obtained by visiting the library. We require a photo ID and proof of current address, if the address on your ID is not current.
- Find a design:
 - Choose a free ready-to-print design: www.thingiverse.com, OR
 - Create your own design: www.tinkercad.com
- Download the design as an .stl file, and
 - save to a flash drive, OR
 - email to: uscl@seolibraries.org with subject line: 3D printing request
- Complete a [3D Printing Request Form](#) and submit it with your flash drive or email.
 - USCL will contact you with an estimate of cost and wait time.
- Approve the quote.
- USCL will contact you when your print job is complete.
- Remember to pick up your print job within 14 days of notification of completion.



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3D Printing Request

Date: _____

Name: _____

Under 18?

IF PATRON IS UNDER 18, PARENT MUST PRINT AND SIGN HERE:

PARENT NAME: _____

PARENT SIGNATURE: _____ DATE: _____

Library Card Number: _____

Contact me by (circle one): Phone Text Email

Phone Number: _____

Email: _____

PLEASE NOTE: A .STL FILE MUST BE GIVEN ALONG WITH THIS REQUEST, OR CONTACT HOLLY HIGGINS IF YOU NEED ADDITION HELP WITH THIS.

Color preference (availability may vary) (circle one only):

- Black
- Blue
- Gold
- Green
- Orange
- Pink
- Purple
- Red
- Silver
- White
- Yellow

FOR INTERNAL USE ONLY:	STAFF INITIALS _____	DATE REQUEST TURNED IN _____
	Date Completed: _____	Project Cost: _____
Notes: _____		

