

Idaho Falls Public Library 3D Printer Procedure

The library wishes to offer the community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community bring their creations to life. The library's 3D printers are available to patrons of all ages (with prerequisite computer skills) and a current IFPL card in good standing.

Certification for 3D Printing:

- Prior to using the library's 3D printers, all patrons must complete a certification.
- Certification involves participating in a Basics and Safety of 3D printing session, facilitated by library staff.
- To schedule a certification session email [**makerspace@ifpl.org**](mailto:makerspace@ifpl.org)
- This session will cover basics such as downloading 3D files, utilizing slicing software, executing print jobs, and adhering to general safety guidelines.
- Once certified, patrons will be granted self-service access to the 3D printers.
- While library staff can provide assistance, patrons will have the primary responsibility for managing their own print jobs.
- To ensure fair access for all patrons, each family/household is limited to the use of one 3D printer at a time.
- Daily Print Time Limit: Patrons are limited to a total of **4 hours** of printer usage per day. (This is a daily total—not per print job)
- Patrons must acknowledge and accept full responsibility for any damage caused to the printer during their usage.

Printing costs as follows:

- 3D printing services are billed at a rate of **\$0.02 per gram** of filament used. This includes any unsuccessful print attempts.
- Items must be picked up by the individual who printed them.
- Charges incurred for 3D printing services will be recorded and billed to the patron's library account.
- All prints must be paid for upon print pick-up.
- **Library services may be suspended until outstanding balances are cleared.**

Signature

Library Card Number

Date