

# Seward Memorial Library 3D Print Submission Form

## Procedures:

1. Design a 3D model or find one on a site such as [www.thingiverse.com](http://www.thingiverse.com).
2. Make sure your file is in **.stl format**, is less than 5.5"x5.5"x5.5" in size, and is estimated to take less than four hours to print. (Printing time estimates can be done in the library computer lab by loading your file into the Cube Software. You can also download your own copy of the Cube Software for use on a home computer here: <http://cubify.com/support/Cube2/downloads>)
3. Submit your file on a flash drive (labeled with your name) along with this form and the \$2 fee.
4. Most objects will be printed within a few days, but there may be times that the printer is malfunctioning, being repaired, experiencing heavy use or being used for an event or a class. You will be contacted when your object is finished printing.
5. Pick up your object.

## Rules:

1. The 3D printers may be used only for lawful purposes. Patrons will not be permitted to use the 3D printers to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate.
  - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. Seward Memorial Library reserves the right to refuse any 3D print request.
3. To request a 3D print the individual must have a Seward Library account in good standing.
4. Items must be picked up by the individual whose name is listed on this form. Items not picked up within 14 days of notification will become property of Seward Memorial Library
5. Only designated library staff will have hands-on access to the 3D printer.
6. The cost of the print will be a flat rate of \$2.00 per file printed.
7. Objects with an estimated printing time of over four hours will not be printed.

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First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

File Name \_\_\_\_\_

Raft:  yes  no      Supports:  yes  no

Printing Type:  Hollow (fastest printing, uses the least filament)

(choose one)  Strong (usually recommended, good compromise between hollow and solid)

Solid (slowest printing, uses the most filament)

Filament Type and Color: (choose one)

PLA Black

PLA Blue

PLA Glow-in-the-Dark Blue

ABS Magenta

PLA Green

PLA White

PLA Purple

ABS Silver

PLA Red

ABS White

Your signature indicates that you have read the procedures and rules above and agree to follow them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date