

Date: \_\_\_\_\_

## 3D Printer Order Form

### Patron Information

Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### File Information

File Name \_\_\_\_\_ Qty. \_\_\_\_\_ Filament Color \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

By signing here you acknowledge that you are responsible for the cost of the item printed. Children under 17 years of age must be accompanied by a parent or guardian. The parent or guardian must sign a permission form. You will be given 7 business days to pick up printed items. Afterwards it will become the property of the library. If you fail to pick up items within that time period the cost of the item will added to your library account.

### Hold Harmless and Indemnification

Patron represents that the printing services requested will not result in a violation of any copyright law, trademark, intellectual infringement or patent law of the item or object to be reproduced. Patron agrees to defend, indemnify and hold harmless the City of Wylie, its officers, agents, and employees against any and all claims, lawsuits, judgments, demands, fines, penalties, costs and expenses for intellectual infringement, patent, copyright or other similar violations suffered by any person(s) to the extent that they arise from Patron's request to use and produce any item or object using the equipment, including but not limited to the three dimensional (3-D) printing service provided by the City of Wylie. Patron, at his or her own expense is also required to pay the City of Wylie, its officers, agents and employee its reasonable attorney fees and costs to defend for such claims.

Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### Staff Use Only

Order Number \_\_\_\_\_

Flash Drive Number \_\_\_\_\_

Job \_\_\_\_\_ of \_\_\_\_\_

### Print Style & Infill

Style: Art Mechanical

Infill (Default at 20%): \_\_\_\_\_

Infill Type: Straight Octagonal

Speed (Default at 60%): \_\_\_\_\_

### Supports

Supports: Yes No

Type of Supports (Default to Medium)

Raft: Yes No

Coarse Rough Medium Dense Fine Ultra

Brim: Yes No

Estimated Print Time: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ x Qty: \_\_\_\_\_

Estimated Total: \_\_\_\_\_

*15¢ Per Gram with a \$1.50 minimum*

Notes

## 3D Printer Policy

Patrons 18 years of age and older and who have a current City of Wylie library card for the Rita and Truett Smith Public Library (the Library) may submit digital designs (currently in .stl) to be printed on the Library's 3D printer.

Children under 17 years of age must be accompanied by a parent or guardian. The parent or guardian must sign a permission form.

A patron must have a City of Wylie library card issued to him/her and be in good standing in order to be eligible to submit a file for printing. Library cards fines/fees may not exceed \$5.00.

The printer may only be used for lawful purposes and be for objects appropriate for a public library environment. No patron will be permitted to use the Library's 3D printer to create material that is;

- prohibited by local, state or federal law.
- unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- obscene or otherwise inappropriate for the Library environment or violates the Library's Code of Conduct
- 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, proprietary or trademark protection.

The Library reserves the right to refuse any 3D print request. Any refusal shall be in writing and include the reason(s) for the refusal. A patron may appeal the refusal to the Library Director within seven days after the denial.

Items must be picked up by the individual who submitted them. Printed items that are not picked up within 7 business days will become the property of the Library, and may be disposed of as the Library Director deems appropriate. The patron will still be responsible for the cost of the item. Charges will be added to the patron's library account.

Patron agrees to assume all responsibility for, and shall hold the City of Wylie harmless, for any all claims, causes of action and other matters, including but not limited to intellectual property infringement, trademark, patent, proprietary, etc., that arise from or relate to the use of the Library's 3D printer for patron's request. The patron is responsible for object design. Staff will not modify designs submitted for printing. The patron will be notified if the design is unprintable.

Patrons must pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron. In its sole determination, the Library Director or her/his designee may make exceptions for mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a patron's control.

Approved by the Library Board, April 10, 2017

The full 3D Printer Policy may be found on the library's web site.