

3D Printer Guidelines & Procedures

Portland Public Library's 3D printer is now available to the community for creating three-dimensional objects in plastic using a design uploaded from a digital computer file. We encourage everyone with an interest to come in and learn about this new technology!

Guidelines for using the Library's 3D printer:

1. The Library's 3D printers may be used only for lawful purposes. All designs must comply with the Library's Acceptable Use Policy. In addition, designs may not:
 - a. Create materials prohibited by local, state, or federal law.
 - b. Be in violation of intellectual property rights. For example, the printers cannot be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Library reserves the right to refuse any 3D print request, and projects exceeding six hours will be considered at the discretion of the staff.
3. The cost is **\$1** per print job, plus **10¢** per gram of plastic filament used (PLA). This must be paid before the job is picked up, and the Library assumes no fault if the design does not print as expected, or encounters an error during the printing.
4. Items printed from Library 3D printers that are not picked up within seven (7) days will become property of the Library. Items must be picked up by the individual who printed them, or a chosen alternative.
5. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Procedures for using the Library's 3D printer:

- Submit your file (in .stl, .obj, or .thing file format) (no larger than 25MB) to 3DPrint@PortlandPublicLibrary.org
- We'll notify you when your project is ready for pick up at the library. Payment is expected at time of pick up.

Alternatively, you can make a reservation:

- Currently, we offer 3D printing reservations on Wednesdays from 1 to 5 at the Main Library. To reserve your spot, please email 3Dprint@PortlandPublicLibrary.org
- Sorry! Walk-ins cannot be accommodated.

At your appointment:

- Together with staff, your file will be prepared (sliced) for printing at the start of your appointment.
- Once your file is printing, you may stay and observe, or you may retrieve your object later.

Design creation:

- The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
 - Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
 - In the future the Library will offer computers with AutoCAD and Photoshop software that may be used to create a design, as well as workshops on learning CAD.
 - Ready-made digital designs are also available from various file-sharing databases such as Thingiverse.com.

Please note that these Guidelines and Procedures governing the use of the Library's 3D printer are subject to change.