

A306b 3D Printing Policy

Last updated: December 2025

Purpose:

The Hedberg Public Library has a 3D printer that is available for use by the public. Generally speaking, the public will upload a file to the library and a librarian will start the printing process. Usage of the 3D printer shall be governed by the following policies:

- Patrons wishing to print may submit 3D files in STL format using our database.
- Prints may be no larger than 227 x 148 x 150 mm (8.9 x 5.8 x 5.9 in).
- Colors are limited. We cannot guarantee that prints will be available in requested color.
- Patrons will be contacted when their print is ready to pick up, and must be picked up within 7 days. After 7 days the 3D print becomes library property.
- Patrons are responsible for ensuring their 3D design is properly prepared. The quality of the print is the responsibility of the patron.
 - Patrons will be notified if a print fails. It is up to the patron to submit a request with the proper changes in order for the request to be printed again.
- Print jobs exceeding 5 hours will not be printed and the patron will be notified.
- Patron is responsible for ensuring prints do not violate another's intellectual property rights. The library will not be held responsible if intellectual property rights are violated.
- The library's 3D printer may only be used for lawful purposes. Use of the 3D printer will not be allowed for the following instances:
 - Items that are prohibited by local, state, or federal law.
 - Items that are unsafe, harmful, or poses an immediate threat to the well-being of others, at the discretion of library staff.
 - Obscene materials, at the discretion of library staff.
 - Items that violate another's intellectual property rights.
- Prints resembling weaponry:
 - Will only be printed once.
 - Blades must have blunt edges.
 - Must be for display purposes only.
 - Any print request resembling ammunition or deemed a functional weapon by the staff will not be printed.
- Requests submitted will be reviewed by library staff, and the library reserves the right to refuse any 3D print request.
- The 3D Printing Request form is for requests only. Forms suspected of being spam will not be completed and may result in a request being deleted. Repeated spamming may result in loss of 3D printing request privileges.