

Douglas County Library 3D Printing Request Form

The Library's Flashforge 3D Printer is a machine that prints 3-dimensional objects using PLA filament. To create objects for printing, either use 3D modeling software on the internet (we suggest Tinkercad.com for beginners) or download free files from Thingiverse.com. Please create your object before submitting your form.

Please complete the following information:

Name _____

Library Card # (REQUIRED) **2 3006 00** _____

Phone or email _____

File name (.STL format) _____

Date Submitted ___/___/___

Filament color (indicate 1st and 2nd choice):

_____ Yellow	_____ Red (transparent)
_____ Orange	_____ Natural (transparent)
_____ Blue	_____ Black
_____ Green	_____ White

*I have read Douglas County Library's 3D Printing Policy and agree to abide by it.

(Copies available at the Information Desk and on Library website.)

Signature

Date

FAQs:

- ⇒ Limit 1 file per request
- ⇒ Charge: \$0.10 per gram (rounded up to nearest gram) with a \$1.00 minimum charge.
- ⇒ A Raft/support is available upon request.
- ⇒ **Submit this form to the Circulation Desk with a Flash drive containing your .STL file.**

Policy Summary:

1. 3D printer files submitted for production will be reviewed by a staff member before printing. The Library reserves the right to refuse any print file.
2. The Library's 3D printers may only be used for lawful purposes. The Library will not print files containing models that are: Prohibited by local, state or federal law; unsafe, harmful, dangerous; obscene or inappropriate; in violation of intellectual property rights of others.
3. The Library does not guarantee that any 3D model will print successfully. If it is the fault of the equipment or staff then the patron will not be billed. Staff will make 2 attempts to print a file.
4. We will not modify your file; we print exactly as you submit it to us.
5. The service is not intended for manufacturing or production and the Library reserves the right to refuse to print large numbers of identical designs.
6. Print jobs will be ready within 7 -10 business days from submission.
7. Full payment is required before picking up a 3D model.
8. Failure to pick up the printed model within 10 days of the notification date will result in the cost of the item being added to the patron's Library account as a fine until the item is paid in full and picked up.
9. These policies are subject to change.

Attach drive here

For library staff use only

Date order received: ___/___/___	Weight (in grams) _____
Date completed/initials: _____	Amount due \$ _____
Date patron notified: ___/___/___	Paid (staff initials) _____
	Patron initials _____