



3D Printer User Request form - 2026

DATE: _____

HAVE YOU BEEN TRAINED BY LIBRARY STAFF IN THE USE OF THE 3D PRINTER? YES / NO

IF THIS IS A REQUEST FOR STAFF TO PRINT YOUR DESIGN ON YOUR BEHALF PAYMENT MUST BE MADE IN ADVANCE FOR LARGE ITEMS EXCEEDING 20 GRAMS IN ESTIMATED WEIGHT. SLICER PROGRAMS WILL PROVIDE AN ESTIMATE OF MATERIAL WEIGHT. THE CURRENT CHARGE FOR 3D PRINTING IS 10 CENTS PER GRAM WITH A MINIMUM OF \$1.00 PER PRINT JOB. IF A PRINT FAILS DUE TO ISSUES OF DESIGN, PATRONS ARE RESPONSIBLE FOR PAYMENT WHEN THE PRINT FAILS DESIGN ERROR.

NAME: _____

PHONE NUMBER / EMAIL: _____

ADDRESS: _____

FILENAME: _____

DESCRIPTION OF OBJECT AND ESTIMATED PRINT TIME AND WEIGHT (USE ESTIMATES FROM SLICER PROGRAMS)

I ATTEST THAT MY REQUEST TO USE THE 3D PRINTER IS IN FULL COMPLIANCE WITH THE HILLSDALE LIBRARY'S 3D PRINTER POLICY. THE LIBRARY MAY PHOTOGRAPH THE OBJECT AND SHARE IT ON THE LIBRARY WEBSITE.

SIGNATURE: _____

The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer 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 for the Library environment.
- 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.

IF YOU ARE WORKING ON AN OBJECT THAT WILL BE SUBMITTED FOR PATENT AND/OR COPYRIGHT PROTECTION AND YOU DO NOT WANT THE OBJECT PHOTOGRAPHED PLEASE INDICATE BELOW:

