



3D Printing Policy

The Wauwatosa Public Library (WPL) provides 3D printing technology to aid in meeting its core value of exploration, providing an opportunity for people to learn about new technology. WPL's 3D printers are available to allow the public to fabricate three-dimensional objects after individuals have received training on their use.

Guidelines & Specifications

WPL requires children, teens, and adults to go through training for hands-on use of the 3D printers. For children 12 and under who are eligible to attend 3D printer training, a parent or guardian must attend with them to ensure responsible use of the technology. Training takes place in registered classes with designated WPL personnel. Upon completion of training, the individual will earn a badge that denotes an understanding of the use and care of the 3D printers. Supervision by WPL personnel will be required for any badged individual under 18 while using the 3D printers. WPL reserves the right to observe badged individuals over the age of 18 as they gain mastery of the 3D printing process.

The 3D printers may be reserved for use by badged individuals during WPL open hours. When not reserved for use by badged patrons, the 3D printers may be in use printing queued requests made by non-badged patrons (see next paragraph). WPL staff must approve equipment reservations longer than two hours and reserves the right to reschedule those appointments due to time, demand, and WPL staffing needs. If an individual is more than 15 minutes late to an appointment, WPL will cancel their reservation.

Users who have not completed a registered class may still enjoy access to the 3D printers. Youth 12 and under may select one item from the Children's Library 3D Printer Menu every two weeks. Users 13 and older may submit one file in an approved format every two weeks for printing, following the provided specifications.

- For simplicity, submitted files must be in .3MF, .STL, or .STEP formats. WPL staff will not reformat incompatible files.
- Items must be smaller than 10" x 10" x 10". WPL staff reserves the right to resize projects to fit within the print bed.
- Users may submit color requests. WPL's 3D printers can print items in up to four colors. Filament color is based on availability. WPL staff will communicate any necessary substitutions. Failure to confirm substitutions will forfeit a user's spot in the printing queue.
- Users will be required to remove their own printing supports and rafts from their completed 3D prints.
- WPL is not responsible for failed 3D prints, but will do their best to help ensure successful 3D prints.

General Conditions of Use

Individuals may only use WPL's 3D printers for lawful purposes. Violation of the conditions of use may result in loss of access to the 3D printers and/or referral to law enforcement. The public will not be permitted to use WPL's 3D printers to create objects that are:

- I. Prohibited by local, state or federal law.
- II. Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- III. Obscene or otherwise inappropriate for the Library environment.

- IV. In violation of another's intellectual property rights in accordance with copyright law (Title 17, U.S. Code) and patent law (Title 35, U.S. Code).
- V. In violation of WPL's Code of Conduct.

Any individual using the WPL 3D printer agrees to assume all responsibility for, and indemnify and hold WPL harmless from any and all actions or lawsuits related to the individual's use of the 3D printers, including but not limited to violations of patent, trademark and/or copyright law. For individuals under 18 years of age, their adult caregiver or caregivers assume responsibility for their use of the 3D printers. The Library reserves the right to refuse any 3D print request.

The nature of 3D printing does not allow complete patron privacy. In fulfilling 3D printing services, WPL will comply with its Privacy Policy. Supervision of the use of the 3D printer by WPL staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and WPL specifically disclaims any knowledge thereof.

Adopted by the Board of Trustees of the Wauwatosa Public Library on ???, 2026.