3D Print Request

THE STUDIO
where making happens

Date_____   **Time**_____

Last Name_____   **First Name**_____

Email_____   **Phone #**_____

File Origination:

☐ I downloaded an unmodified file from (ex. http:\\www.thingverse.com/ thing:313567)_____

☐ I created this file myself

☐ **Size of object (millimeters)** _____ (w) x _____ (h) x _____ (d)

I have reviewed the library's 3D Printer Guidelines on the back of this form.

This area completed by Greenwood Public Library staff:

File Name_____

Estimated time to print_____   Estimated weight_____

File size_____   Color of Print_____

Date print completed_____ Staff member_____

☐   ☐

3D Printing is offered for **FREE** in The Studio. You can attend one of our 3D Printing classes (coming soon) and design your own 3D object using tinkercad.com or Fusion 360, OR you can design or download a 3D file and bring it to The Studio.

3D Guidelines

3D print requests must follow the Library's policies that have been approved by the Greenwood Public Library Board of Trustees. (http://www.greenwoodlibrary.us/policies).

The library reserves the right to refuse a 3D print request.

3D Printing Procedures

- Persons wanting to use the 3D printer must **fill out our print reservation form** and submit a *.stl
formatted file on a flash drive or SD card. Files must be able to print in **5 hours or less**.
- Staff will add the file to the print queue after being readied for printing using the printer's software. The library will review all files with the customer prior to printing.
- Items may be picked up at the Library during regular hours. It is sometimes difficult to estimate exact printing times. Library staff will make an educated guess about the length of the job upon request. You will be contacted when the object is ready to be picked up.
- Items not picked up will become property of the library and placed on display after 30 days.
- **No more than 1 print request per patron, per week.**
- We cannot promise specific colors will be available. Colors change on a regular basis. If you have a specific color request for your item, we will do our best to accommodate you. Objects print in **one** solid color.
- Currently there is no cost for 3D printing at the Library. This policy may change at any time. If you have questions, please speak with a staff member prior to undertaking your project or send an email to aparsons@greenwoodlibrary.us.
- Please note that 3D printing procedures are subject to change.

*Consider donating to the Friends of Greenwood Public Library to continue to see 3D printing offered as a free service!

Designing: Free 3D design programs are available online, such as tinkercad.com and Autodesk.com

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