3D Printing Policy – Mark Twain Library

- The 3D printer and 3D Digitizer are restricted to use by Mark Twain Library cardholders 12 years of age or older. Those under the age of 18 must be accompanied by an adult or supervised by a staff member by appointment.
- Individuals wishing to use the 3D printer for personal reasons are required to go through prescribed, scheduled training by library staff or volunteers.
- Users of the 3D printer are responsible for their own safety and must sign a Liability Waiver before their first use of the printer.
- Mark Twain Library cardholders can reserve time on the 3D printer and related equipment during available hours and subject to availability and space considerations.
- Print projects are restricted to 2 hours. (Users can inquire about extended usage to be reviewed by the Library Director.)
- Print projects must be completed by Library closing.
- Currently, there is no charge to Mark Twain Library cardholders for use of the 3D printer and related equipment, but it is anticipated that a fee may be charged in the future to cover the cost of materials and other expenses. Donations to cover on-going costs are always welcome.
- Mark Twain Library cannot be responsible for content, accuracy, or completeness of the nature of information found on the Internet, nor be responsible for the use of the Internet by its patrons.
- Individuals may not use the equipment for any inappropriate or unlawful activity including the use of material protected by intellectual property laws. Equipment cannot be used to create items that can be construed as unsafe, harmful, dangerous, offensive, illegal or posing an immediate threat to the well-being of others or that are otherwise inappropriate for the Library environment.
- Mark Twain Library reserves the right to refuse any request to use the 3D printer or related equipment.
- Mark Twain Library is not responsible for equipment, 3D prints, or files left behind. To ensure privacy, it is the responsibility of individuals to delete and/or remove any of their digital files from library equipment. To save files, users must provide their own external storage device or media.
- Any work saved on the Library's computers will be deleted at the end of the day and cannot be recovered.
- Users will be held responsible for any equipment that is determined to be permanently damaged due to their negligence or for any equipment that is removed from the library and will be subject to charges to repair or replace the item(s).

Reviewed and accepted 1/11/2016

MARK TWAIN Library
Books Are Just the Beginning...

Library Waiver and Agreement

Read the following information very carefully and be sure that you understand it fully before signing. This form must be completed before participating in use of the 3D printer and its related equipment.

I _____ (participant) have read the Mark Twain Library 3-D Printing policies and am fully aware that use of the 3D printer may result in risk of personal injury or harm.

I understand that the 3-D printer operates by melting plastic. The temperature of the print head is 428°F at the time of printing. The device also contains rapidly moving exposed gears. The 3-D printer requires occasional maintenance to function properly. I will not attempt any repairs. I will consult the Library Staff immediately if I experience any malfunction or have any questions or concerns.

I hereby release and hold harmless Mark Twain Library, its directors, officers, employees, volunteers, committees and boards, from and against all liability, and I and any parent or guardian signing for me below hereby agree to indemnify them against any loss, damages, claims, costs (including attorneys' fees) or actions of any type, resulting from bodily injury, property damage, or any other loss as a result of my use of the 3-D printer and related equipment.

I have read and understand this release, indemnification, and hold harmless form. I voluntarily sign it and hereby give my permission to the Mark Twain Library for emergency medical transportation and/or treatment in the event of illness or injury. I hereby accept responsibility for payment of any emergency transportation and/or treatment. I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

Signature of Participant
_____

Print:_____

If under 18: Consent and signature of Parent or Guardian on minor's behalf:
_____

Print:_____

Date_____
Address_____
Email Address:_____
Phone number:_____
Emergency contact information for Parent or Guardian if under 18:
Phone number:_____

Signature of staff member receiving waiver _____

Adopted by Board 1/11/2016