



## **3D PRINTER POLICY**

**Policy # 4006**

**Effective Date: 12/3/2025**

### **I. POLICY STATEMENT.**

The purpose of this policy is to provide rules and guidelines for the use of the Library's 3D printers by its patrons. The Sonoma County Library offers 3D printers for use by patrons as part of its commitment to providing access to new technologies that allow for exploration, skill development, and informed consumer decisions.

### **II. DEFINITIONS.**

The following definitions shall apply to this Policy, unless the use and context clearly indicate otherwise.

- A. "3D Printer" means a printer which creates three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
- B. "Director" means the Director to the Sonoma County Public Library, or designee.
- C. "Policy" means this 3D Printer Policy approved by the Library Commission, and as may be amended from time to time.

### **III. POLICY**

**A. Scope.** This Policy shall apply to all 3D printer use.

#### **B. Policy Standards.**

##### **i) Requirements for Use of 3D Printers**

Library patrons are permitted to use 3D printers only for lawful purposes. Patrons will not be permitted to create materials using 3D printers that are:

- 1. Prohibited by local, state or federal law.
- 2. Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others.
- 3. Guns or bombs, either in whole or in part.
- 4. In violation of another's intellectual property rights, such as copyright, patent, or trademark rights.
- 5. In violation of the Library's other policies and procedures, including but not limited to its Safe Library Use Policy.

## **ii) Conditions for Use of 3D Printers**

When utilizing the Library's 3D printers, patrons agree to the following:

1. The Library is not responsible for any damage, loss, or security of data arising from the use of the Library's public access computers or its network in the creation of a 3D design.
2. The Library is not responsible for the functionality or quality of content produced on the Library's 3D printer.
3. Any patron using the Library's 3D printer assumes all responsibility for, and shall hold the Library harmless in, all matters related to the patron's use of the 3D printer, including but not limited to violations of patent, trademark and/or copyright law.
4. Assistance with the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any final use of the 3D product.
5. The Library does not guarantee complete patron privacy during the 3D printing process, as printing is done in a public space.

## **C. Administrative Procedures.**

- i) **Review and Deletion of Object File.** Library staff will review every object file before it is printed using the 3D printer. Patrons are solely responsible for creating and editing design files. All files will be deleted from the system following completion of the print job.
- ii) **Limitation of Print Jobs.** Library staff will regulate the use of the 3D printers, including the timing of the printing and maximum length of time allowed for each print job, according to demand and use restrictions. Library staff may also limit the number of print requests in a given time period.
- iii) **Refusal of Printing Request and Appeal Process.** The Library reserves the right to refuse a patron's request to use a 3D printer if contrary to the terms of this policy or another Library policy. Upon the patron's request made within three (3) days of such denial, Library staff shall provide the patron with a written explanation for refusing a request to use a 3D printer.

A patron may appeal Library staff's denial of a request to use a 3D printer to the Library Director or designee within three (3) days of receipt of the written denial. Failure to timely appeal such a denial shall be construed as consent to the denial and a waiver of rights. The Library Director or designee shall respond to any appeal made under this provision in writing within five (5) days of receipt, which decision shall be final.

**D. Library Director Authority.** The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

#### **IV. APPLICABLE LAW.**

There are a number of laws implicated by this policy. An example is the Copyright Act of 1976, Title 17 of the United States Code, Chapters 1 through 8, and 10 through 12. By using the Library's 3D printer, patrons agree not to use the 3D printer in violation of any applicable law.

#### **V. REVISION HISTORY.**

**Policy #:** 4006

**Effective Date:**

**Significant Changes:** Update policy format.