SHELBY COUNTY PUBLIC LIBRARY
WWW.MYSHELBYLIBRARY.ORG
57 W. Broadway St.
Shelbyville, IN 46176
127 E. Main St.
Morristown, IN 46161

3D Printer Procedures

Shelby County Public Library

Adopted: February 9, 2023
Reviewed/Updated: September 9, 2026

3D PRINTER INFORMATION

Shelby County Public Library provides 3D printing services to the public at both the Shelbyville Branch and the Velma Wortman Morristown Branch. The 3D printer will allow patrons to submit digital design files to create three-dimensional physical objects from melted thermoplastic. Patrons may submit files for 3D printing to staff of the Shelby County Public Library.

Access and operation of the 3D printer is limited to trained Shelby County Public Library staff. Files must be submitted to library staff for review prior to printing. Individuals who use the library's 3D printer must comply with all Shelby County Public Library policies. Shelby County Public Library reserves the right to refuse any 3D printing request.

Parent/guardian permission is required for patrons under the age of 16 to initiate a 3D project request.

Design Responsibility

Patrons are responsible for their designs. Staff will not modify designs in any way, including correcting errors. If the conversion software declares the submitted design is unprintable, or that it has serious errors, the patron will be notified that the object is unprintable and their file submission will be returned in the format it was received at no cost to the patron.

The patron will pay for the printed object before it is released from library staff. Refunds cannot be given for objects that do not print as the patron expected or desired. Patrons will not be charged for failed prints caused by hardware failure or staff error.

Printing

Objects must be picked up by the patron who submitted the print request. Objects will be held for thirty (30) days and then become library property if not picked up.

The patron is responsible for payment for an item (which includes materials, equipment use, and staff time) even if the object is not picked up within the thirty-day window.

Turn-around (completion) time on prints cannot be guaranteed. Objects are generally printed in the order submitted.

Objects are printed only in the color offered by the library at the time of printing.

Patrons are responsible for any desired post processing for their object such as filing or removing support plastic.

Patrons may 3D print any object for education, research, or personal hobbies. The 3D printing service is not designed for production use. For example, print requests for large numbers of identical objects will not be accepted.

Unless otherwise requested by the patron, photographs of 3D printed objects may be shared on library media outlets.

Copyright and Other Considerations

Objects must not infringe upon any third party's intellectual property rights. Patrons using the printer must abide by copyright laws. The library abides by the copyright laws of the United States (Title,17, U.S. Code). The 3D printer will not be used to print material that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party.

Objects must be intended for lawful purposes and must not be prohibited by local, state, or federal law.

Objects must not be construed as having the intent to harm. Objects which are dangerous, or pose a threat to the well-being of others will not be printed. No object that may function as a weapon, or part of a weapon, will be printed. Facsimiles of weapons will not be printed. For example, no firearms, knives, lock picks, or parts thereof will be printed.

The library cannot guarantee object quality or stability, or confidentiality of designs. The library is not liable for objects which prove to be functionally faulty, defective, or unsafe in their use.

Objects found to be obscene or inappropriate for the library environment will not be printed.

File Submission

All submissions will be made on the library website via the request form. A $2.00 non-refundable deposit is required before submitting the file for printing. Library staff will provide an estimated pickup time and any additional cost based on weight via email when the printing process has begun. All fees must be paid in full before the completed item will be relinquished by the library.

3D Printing Costs

$2.00 non-refundable deposit plus $0.10 per additional gram for prints exceeding 20 grams based on final weight of 3D print as measured by digital scale provided by Shelby County Public Library.