



Peotone Public Library District

Serving Peotone, Green Garden, Wilton Center, and parts of Monee and Will Townships.

3D Print Terms of Service

The Peotone Public Library District provides 3D printing services to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file or chosen from our pre-selected designs for print-on-demand. Below are some guidelines for 3D printing with the Creation Station at PPLD:

- A maximum of 4 hours will be allowed for each print job.
- Timing of printing may be regulated according to demand.
- Printers may only be used with staff assistance.
- The Library staff will review every object file before it is printed and the library reserves the right to refuse any 3D print request.
- The Library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.
- If a 3D printed object is not claimed by a patron within 14 days after notification, it becomes the Library's property.
- Personal files sent in must be in STL format (.stl).
- If your file or print is too large, staff will contact you to discuss printing options.
- Print jobs cost .10 cents per gram and amount of print time. These prints can be paid for after your print job is completed.
- Staff may need to limit the volume of each patron's 3D print requests based on demand for equitable access.
- We may not be able to accommodate requests for a specific color of filament.
- Please allow 7-14 days for your file to be printed from the date of confirmation.
- You will be notified by email or phone when your print job is complete.
- Print jobs will be held at the Circulation Desk for 7 days after you have been notified.
- Your print job must be picked up and paid for before submitting another request.

Your 3D print requests must be submitted via email to maker@peotonelibrary.org and include:

1. "3D Print Request" in the subject line
2. Your first and last name
3. Your library card number



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4. Your preferred method of contact: email or phone number (include number)

Maker Space equipment may not be used to create materials that are:

- prohibited by local, state or federal law
- used as weapons
- unsafe, harmful, dangerous or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment
- in violation of another's intellectual property rights
- in violation of any other Library policy or the Library code of conduct

If a patron is found to violate these terms of service, they will be banned from usage of the Creation Station for a length of time to be determined by the Library Director, the Head of Technical & Maker Services or his/her designee. Please see our Maker Space Policy for the Creation Station's full rules for use.