# TECH CONNECT: THE TOOLS YOU NEED TO SUCCEED

The Library offers our community access to new and emerging technologies such as 3D printers, digital cutters, large format printers, and others--to inspire a new interest in design and help the community to bring their creations to life. These guidelines establish how customers can take advantage of these digital resources.

## USE GUIDELINES

The Library's 3D printers, digital printer/cutters, and large format printers are available to the public to make two and three-dimensional objects in paper, vinyl, or plastic using a design that is uploaded from a digital computer file.

I. These technologies may be used only for lawful purposes. The public will not be permitted to use the technologies to create material that is:

    a. Prohibited by local, state or federal law.
    b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
    c. Obscene or otherwise inappropriate for the Library environment.
    d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

II. The Library reserves the right to refuse any cut/print request.

III. Costs:

**Vinyl Printing/Cutting:** $1.00 per cut. Users may bring their own supplies or purchase supplies from the library at cost. (estimated cost based on size: 12x12 and under - $1.00, 24X24 and under - $2.00, all other sizes $3.00)

**Large Format Printing:**
    a. Plain paper: $2.00 per linear foot
    b. Coated/glossy paper: $2.50 per linear foot
    c. Photo paper: $3.00 per linear foot

**3D Printing:**
    a. $2.00 to use the machine, due upon print request and $1.00 per cubic inch of filament due after the 3D print is complete. The filament cost may be estimated and could change after file is processed.
    b. Items printed that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual requesting, or someone authorized by the requestor. The $2.00 use fee is non-refundable if item is not picked up.

IV. Only designated Library staff and volunteers will have hands-on access to the 2D and 3D printers/cutters.

## PROCEDURES

Procedures for printing from the Library's 2D and 3D printers are as follows:

**3D Printer:**

I. Design creation:

  a. Creating a new design requires some basic knowledge of 3D modeling software products such as Computer Assisted Drawing (CAD). Video tutorials that accompany CAD programs can be of assistance.

  b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj format.

  c. The Library provides access to Tinkercad, a free online CAD software program.

  d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.

II. Submitting a design for printing:

  a. Persons wanting to use the 3D printer shall bring or email their file (in .stl or .obj file format to the Digital Services Librarian at TechConnect.  The file will be processed in a slicing software that will allow the Digital Services Librarian to review the print job, quote the cost, and schedule the print job on the calendar.

  b. Files must be printable within a 6-hour period. There will be 2 attempts at printing the file. If the object fails after the 2nd time, the patron will be notified that we are unable to proceed with the object.

  c. Items may be picked up and paid for at the Main Library Circulation desk.

**Digital Cutter:**

I. Design Creation:

  a. Users can create files for the digital cutter using the Silhouette Design Studio Software available for free online.

  b. Files should be saved as a Silhouette Design Studio document format.

II. Submitting a design for printing:

  a. Persons wanting to use the Digital Cutter shall bring or email their file to the Digital Services Librarian at TechConnect.

  b. Files will be processed according to availability, and given a time frame for completion and cost.

  c. Items may be picked up and paid for at the Main Library Circulation desk.

**Large Format Printer:**

I. Design Creation and Printing:

  a. Submissions for the large format printer can be in the following formats: .jpg, .png, .eps, .pdf, and .pub.

  b. Persons wanting to use the Large Format Printer shall bring or email their file to the Digital Services Librarian at TechConnect.

  c. Files will be processed according to availability, and given a time frame for completion and cost.

*Note: Cost and procedures for the use of the Library's TechConnect resources are subject to change.*