3D Printer and Usage Policy

Brandywine Community Library
Policy Updated: 9/25/25

The Brandywine Community Library's 3D printer is available to Brandywine Community Library cardholders to make three-dimensional plastic objects using a design that is uploaded from a digital computer file under the supervision of a training staff member on a first come, first served basis.

Fundamentals

The library's 3D printer may be used only for lawful purposes. Patrons will not be permitted to use the library's 3D printers to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
3. Obscene or otherwise inappropriate for the library environment.
4. 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.
5. Objects larger than 10"x10"x10"
6. For mass production or resale

The library reserves the right to refuse any 3D print request.

Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

Any individual using the library's 3D printer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to the individual's use of the 3D printer, including but not limited to violations of patent, trademark and/or copyright law.

Items printed from the library's 3D printer and not picked up within 7 business days after being printed become the property of the Brandywine Community Library. Items must be picked up by the individual who requested them.

The library cannot guarantee and is not liable for the final appearance of 3D printed objects. The library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object. Refunds are not permitted.

The library will not be responsible for the creation of 3D files.

Use of the 3D printer will be provided on a first come, first serve basis and will only be permitted during weekday library hours. Individuals may submit only one file at a time for printing. Files containing more than one object are permitted but mass printing of objects is not permitted.

Only designated Library staff will have hands-on access to the 3D printer.

The final print time may not be more than six (6) hours. If the file submitted is projected to take longer than six hours, staff members will contact the patron to resolve the issue.

The library would like to photograph 3D printed items and use those photographs to promote the service. Patrons can indicate whether they want their items photographed or not when completing the submission form.

Cost

A $7 fee will be charged to submit a file for 3D printing. Additionally, the customer will be charged for the material used, including supports. Material costs will be rounded up to the nearest dollar. Print job estimates are determined by the 3D printer and will be shared with the patron ahead of printing.

All costs are to be paid before the item is printed.

Submitting a design for printing

1. Patrons desiring to use the 3D printer must fill out the Request Form
2. Once the form has been submitted, patrons should send their files through email to bcl@brandywinelibrary.org. Only files submitted in the listed formats (STL, 3MF, STEP, SVG, OBJ file format) will be accepted. Please limit files to under 25 MB. Staff will review the file and contact the patron to confirm print request. Prints will be completed in the order in which they were submitted.
3. Items must be solid color prints
4. If there is high demand, the library may choose to schedule only one print per day per person.
5. The files will be readied for printing in Bambu Studio before printing.
6. Library staff will provide their best estimate of the length of time a job upon request will require. An approximate time will be provided when the file has been accepted; the patron will be notified upon completion by a Library staff member (either by phone or email).
7. Patron must pay for print jobs before the jobs are sent to print. Payments may be made by cash at the front desk or via Zeffy
8. Items may be retrieved at the circulation desk. It is difficult to estimate exact print times.
9. Hand drawn designs will not be accepted.
10. 3-D Printed models can be found on Thingiverse

Please note that procedures governing the use of the library 3D printer is subject to change at any time.