

DELAWARE LIBRARIES
3D PRINTING REQUEST FORM

The 3D Printer is a device that prints 3-dimensional objects using corn-based PLA filament. It supports classroom assignments and personal creativity. To create objects for printing either use 3D modeling software available on the computers or the Internet or download files from thingiverse.com. Please create your object before submitting form.

Basic Information:

Name: _____

Library Card #: _____

Contact Information:

Email: _____

Phone: _____

Item Information:

Number of Parts: _____

File Name: _____

___ I have read the policies and agree to abide by them.

Bring this completed form, file on disk/thumb drive, and your email information to the library.
You will receive an email when your item is ready for pick up.

Questions? Contact us at:

Wilmington Public Library

Technology Center – 2nd Floor
10 E 10th st.

Wilmington, DE 19801

(302)-654-2184

www.wilmington.lib.de.us



POLICY:

- 1.) The Library’s 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library’s 3D printers to create material that is:
 - Prohibited by local, state, or federal law.
 - 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.
 - Obscene or otherwise inappropriate for the Library environment, at the discretion of the Library Director. Any appeals about the judgment of a print may be made to the Director or Library Board.
 - 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.
 - The library reserves the right to refuse any 3D print request.
- 2.) Two print requests may be submitted per day. Exceptions for teachers or others with group projects – See Tech Center Supervisor.
- 3.) The color of the job will be whatever is currently installed in the machine.
- 4.) Allow up to 5 business days to have objects printed.
- 5.) You will be notified when objects are ready to be picked up. Items not picked up will become the property of the Library after two weeks.
- 6.) You must clean your own rafts and supports.
- 7.) File must be able to print in 5 hours or less.
- 8.) Must have a Delaware library card in good standing to use this service.
- 9.) These rules may change at any time.

By supplying files, images and other data to the Wilmington Public Library, for the purpose of creating a 3D print the customer declares that it holds the appropriate copyright, trademark permissions, or is copyright free as required. The ownership of such materials will remain with the customer, or rightful copyright or trademark owner. The customer agrees to fully indemnify and hold the Wilmington Public Library free of liability.

For Staff Use Only:

Date Request Received: _____

Initials of staff: _____

Notes on Supports or Size: _____

Date Completed: _____

Patron Notified: _____