Boston Free Library
Library of Things Borrower Information

Responsibility:

- This policy applies to the Library of Things and Yard Games available at the Boston Free Library.
- By checking out items from the Boston Free Library's Library of Things collection, as the registered borrower listed on your Buffalo & Erie County Public Library card, you are responsible for all use of the library card, fines, fees, lost or damaged items, and the condition of materials returned.

Circulation:

- Things must be checked out with an adult library card, by an adult, 17 years of age or older. The library card must be in good standing.
- Things circulate for 7 days with one renewal.
- Items must be picked up at the Boston Free Library only.
- The Boston Free Library is not responsible for instruction on how to use the Things.
- A limit of 3 Things can be checked out on one library card at a time.

Returning:

- Use the provided checklist to be certain all parts are accounted for.
- Ensure that all Things are clean and neatly packed up to return as when checked out.
- Return Things only at the front desk of the Boston Free Library.
- Things cannot be returned in the book drop or left outside of the library building.
- If possible, re-charge Things before returning.

Fees:

- A replacement fee may apply if a Thing is returned broken/with missing parts.
- If a Thing is lost, discuss Procedure for Replacements for Lost or Damaged Items, or paying for the Thing. A $5.00 processing fee applies.

3D Printing Request Form

The Library is happy to offer patrons the ability to submit projects to be printed on the Library's 3D printer. The 3D printer can create a physical object based on a design supplied as a digital file. These can be designs you've created yourself, or designs you've obtained from another source and have permission to use.

First and Last Name: _____

Preferred Contact Info (phone or email): _____

File name to be printed: _____

Link to item to be printed (if needed): _____

Material PLA or ABS: _____

Color preference (granted based on availability): _____

Boston Free Library 3D Printing Policy

1. The Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create material that is:
   a. Prohibited by state, local, or federal law.
   b. 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).
   c. Obscene or otherwise inappropriate for the Library environment.
   d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce a material that is subject to copyright, patent or trade mark protection.
2. The Library reserves the right to refuse any 3D printing request.
3. Cost: The cost is $0.05 per gram of filament used (including supports). The Library Staff reserves the right to change the cost as needed.
4. 3D printing staff will notify the patron if their object will cost more than $5.00 to print. If an object will cost less than $5.00 it will be printed without further approval from the patron.
5. The patron will be responsible for the full cost of a successful print.
6. Each piece must require less than 8 hours to print. Multi-piece requests or pieces requiring more time to print will be considered on a case-by-case basis.
7. Only designated Library Staff and approved patrons will have hands-on access to the 3D printer.
8. The Library reserves the right to review all files before printing and to refuse scanning and/or producing any content at any time at the discretion of the Library Staff.
9. Schedule and access to the 3D printer will be determined by Library Staff. A 3D Printing Request Form must be filled out and returned to the library before printing can be scheduled.

I agree to the Boston Free Library's 3D Printing Policy which includes the costs involved.

Signed: _____ Date: _____

To be filled out by staff:
Printing Time: _____ Cost: _____