



Town of Collins Public Library

3D Printer Procedure

The Collins Public Library now offers 3D Printing. This exciting technology uses melted plastic to produce objects designed on a computer.

1. Library patrons must be “certified” before they can use the 3D Printer. Please call 532-5129 to request a one-on-one 3D Printer training appointment.
2. Those 13 or younger wishing to be trained must be trained along with a parent or guardian and a trained parent or guardian must be present when they want to set up a print job.
3. Once a library patron is “certified,” patrons may use the 3D Printer whenever a trained staff member is available to set up a print job.
4. To print, library patrons can use Thingiverse or have a design in .STL format.
5. The cost of printing is \$.05 per gram of material used and includes rafts and support structures. It can be paid by cash or check.
6. The que for 3D Printer jobs will be available on a first come, first served basis.
7. Items may be printed during our posted printing hours.
8. Library patrons must stay and watch the first ten percent or ten minutes, whichever is greater) of their print job to make sure it is printing correctly.
9. Print color cannot be guaranteed and will vary, depending on availability, but print material is paintable.
10. Only library staff can remove 3D printed objects from the 3D Printers.
11. Finished objects may be picked up and paid for at the circulation desk. Each print job will be weighed to determine the final price.
12. Prints are handed over “as is.” If a model comes with rafts or support structures, the library patron is responsible for removing them.
13. One print job must be picked up and paid for before another job can begin.
14. Items not picked up within 4 weeks will become property of the Library.

The Library’s 3D Printers may only be used for lawful purposes. Printing weapons, sexually-explicit materials and other items that contravene the Library’s Rules of Conduct are not allowed.

*Adopted at a regular meeting via resolution 6/1/2017
Amended 12/12/2019. Amended for review at meeting 12/2021.*