**Albert Wisner Public Library**

**3D Printer Guidelines & Procedures**

**Guidelines**

* You must provide a valid email when you submit your project. We will send you an email from war3D@rcls.org within one week providing an cost of the item (based on printing time) and an estimated completion date. Alternately, you may contact us at war3D@rcls.org or 845-986-1047, ext. 3.
* Completion times are not guaranteed, but most jobs will be ready for pickup within a week. You will be notified when your print is ready.
* Items must be picked up with the same library card used to place the printing request.
* All files will be deleted from the Library’s computers once the print job has been completed. The patron is responsible for retaining a digital copy of their original design.

**Procedures**

* Designs must be submitted in .stl format
* Digital designs are available from various file-sharing databases such as <https://www.thingiverse.com>
* Submit a *3D Printing Project Submission Form*
* Your file may be emailed to war3D@rcls.org (no larger than 20MB) or you may bring the file on a flash drive to the Help Desk
* Your item will be printed for you at a cost of $2.00/hour of printing
* Objects will be printed in only one color with PLA material
* Items are limited to a build volume of 28.5 L x 15.3 W x 15.5 H centimeters, and to items taking less than 4 hours to print
* You will be notified when your completed item is ready to be picked up
* Objects may be picked up at the Help Desk during regular Library hours
* Items not picked up within 7 days will become property of the Library and the printing cost will be added to the user’s library card account
* The Library recommends that your design be run through <https://ultimaker.com/en/products/cura-software> or other slicer software for viability before submission.