

Longmont Public Library

3D Printing Orientation & Acknowledgment Form

To prepare you for safe and successful use of the 3D printer at the Longmont Public Library, please read the following information carefully. This form serves as confirmation that you have completed the required orientation and agree to abide by all related policies. Once signed, this form will be kept on file as verification of your orientation.

3D Printing Guidelines

- **Availability:** 3D printing is available at no cost by individual reservation. The printer is located on the second floor of the library.
- **Time Limits:** Each individual may reserve up to **5 hours per week**. Families and groups may not make back-to-back or multiple reservations under different names.
- **Materials:** Only **library-supplied PLA and PETG filament** is allowed. No outside materials, tools, or supplies are permitted.
- **Color/Material Requests:** Requests for specific materials or colors must be made at the time of reservation or check-in. Availability is not guaranteed.

Before Your Reservation

- All print files must be **sliced and ready to print** before your reservation.
- You must **check in at the Computer Lab or Reference Desk** within 30 minutes of your reservation start time.

During Your Reservation

- If there are any issues with the printer (clogs, jams, etc.), **do not attempt to fix them yourself**. Notify a staff member immediately.
- You are **liable for any damage** caused by unauthorized use or by using non-library materials.
- You may **pause the print job** if you suspect an issue but must immediately contact staff for assistance.
- The library cannot guarantee the success of any print job but will provide support when possible.

Safety & Conduct

- The 3D printer has moving parts and **can pose hazards** such as burns, pinches, electric shock, fumes, and fire.
- The printer **must remain closed** during the entire printing process.
- The printer is **publicly visible** while in use. We cannot print private or NDA-covered projects.

Age Restrictions

- All ages are welcome to use the 3D printer.
- **Users under 16 years of age** must complete orientation **with a parent/guardian**, who must also sign this form.
- We strongly encourage parent/guardian supervision during use.

Acknowledgment

I acknowledge that I have read and understood the above policies and guidelines regarding 3D printing at the Longmont Public Library. I agree to follow these rules and understand that failure to do so may result in loss of 3D printing privileges.

Printed Name: _____

Signature: _____

Date: _____

If under 16 years of age:

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____