

Library 3D Printing Policy and Guidelines

Mission Statement

The Longmont Public Library leads the community as the essential, welcoming space for all to learn, grow, and be.

Purpose

3D printing is a process of creating three-dimensional objects from a digital file.

Instead of cutting or drilling material (as with traditional manufacturing), 3D printing builds objects layer by layer using materials like plastic, resin, metal, or even food or living cells. The Longmont Public Library is proud to offer free access to our 3D printing equipment and materials. There are no fees or hidden costs—just an open invitation to explore, create, and learn. The Library strives to continually introduce innovative resources like 3D printing, and to ensure they are accessible to everyone, regardless of experience or background. Whether you're a student, artists, entrepreneur, or curious maker, we welcome you to use this technology and be part of a creative, forward-thinking community.

Examples of Creations:

- Phone stands, key holders, hooks and knobs
- Sculptures, figurines, cosplay props, jewelry, art pieces
- Product prototypes, engineering parts, machine components, architectural models
- Educational tools (molecule models, DNA structures, math and geometry aids, historical-artifact replicas)

Use and users of the service must:

- Take a one-time orientation with a Library staff member
- Be reserved, either as a drop-in or by making a reservation through the booking system
- Arrive within ten minutes of their scheduled time; afterwards, the reservation will be forfeited and a new reservation must be scheduled
- Include any setup or cleanup time needed
- Can be made up to one week in advance
- Must be made through the Library's online calendar or by drop-in at the Computer Lab or Adult Reference desks
- Reservation limits, per individual:
 - 5 hours weekly
 - 250 hours annually

Hours:

The Library's 3D printing service is available for the following timeframes:

Monday-Thursday, 10:00am-7:00pm

Friday-Saturday, 10:00am-4:00pm

Sunday- Unavailable

Equipment Available

- 3D printer
- PLA and PETG filaments (only library-provided filament may be used)
- 3D printing guide (see below)

Getting Started with 3D Printing Guide

[Insert link to 3D printing guide here]

To reserve use of the 3D printer, stop by the Computer Lab or Adult Reference desk at the library, or go to: <https://longmontcolorado.libcal.com/reserve/3dprinting>

Terms and Conditions

Safety Information:

The 3D printers have motorized and heated parts. Always be aware of possible hazards when the printer is in operation.

Electric Shock Hazard

Never open the electronics case when the printer is powered on. Before removing the electronics case cover, always power down the printer and completely turn off and unplug the printer. Allow the printer to discharge for at least one minute.

Burn Hazard

Never touch the hot end nozzle or heater block without first turning off the hot end and allowing it to completely cool down. The hot end can take up to 20 minutes to completely cool. Never touch recently-extruded plastic. The plastic can stick to your skin and cause burns. The print surface can reach high temperatures that are capable of causing burns.

Fire Hazard

Never place flammable materials or liquids on or near the printer when it is powered on or operating. Liquid acetone, alcohol, or other chemicals may release vapors that are extremely flammable.

Pinch Hazard

When the printer is operating, take care to never put your fingers near any moving parts including belts, pulleys, or gears. Tie back long hair or clothing that can get caught in the moving parts of the printer.

Fume Hazard

Please don't hover over the machine while it's running, as 3D printing releases ultrafine particles into the air surrounding the print.

Disclaimers:

Library staff must review and approve each reservation, and the Library reserves the right to decline or reschedule reservations, as necessary. Staff reserve the right to decline reservations or requests that do not comply with library policy.

Accepted reservations do not constitute endorsement by the Longmont Public Library, its staff, or the City of Longmont.

Families and groups are not permitted to make back-to-back or multiple reservations under different names or accounts.

If the printer is down or broken, library staff will do their best to notify users who might have affected reservations, whenever possible.

Users must alert staff if printer jams or requires troubleshooting.

Weapons, except for those approved by staff as cosplay items, are not permitted to be created.

All printed materials are produced in a public, shared environment and must comply with the City of Longmont's Standards of Behavior.

Files can be downloaded via sites like "Thingiverse," "Printables," or software available in the Library's Computer Lab like TinkerCAD; files should be exported in either **.stl** or **.obj** formats.