

## Fondulac District Library

### Project Request Policy for Maker Technology

Fondulac District Library houses various maker technology and equipment for public project requests. Patrons must read and agree to the Project Request Policy for Maker Technology before submitting a project request for an object to be produced.

Examples of maker technology and equipment include a 3D printer and Glowforge laser cutter/engraver. For the purpose of this policy, production of a physical object refers to the 3D printing, laser cutting, laser engraving, or other process of available maker technology and equipment, but not creation or major revision of object digital files or assembly of physical objects. Availability of specific technology and equipment may vary and is not guaranteed.

Project requests must be submitted via the procedure and form accessible on the library's website. The request must include, but is not limited to, the patron's first and last name, contact information, the digital file of the object requested to be created, and agreement to the library's policy.

Requests will be processed by staff on a first come, first served basis. Patrons are limited to one project request per seven days. While staff will attempt to expedite all requests, the library cannot guarantee request turn-around time or when an object will be finished, as problems may occur and staff may need to troubleshoot errors or complications.

Objects may only be made with library-provided material, as listed on the request form. Patrons wishing to provide material for object production must consult with library staff before submitting a request. Permission for use of outside materials is granted solely at staff discretion.

Library staff is available for production assistance only. Library staff will review files prior to production to ensure they are compatible with library policy, as well as viable to the constraints and limitations of the library's maker technology and equipment.

Fondulac District Library reserves the right to deny requests. The library's maker technology and equipment may be used only for lawful purposes. No one will be permitted to use the library's maker technology and equipment to request or produce material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, patrons cannot reproduce material subject to copyright, patent, or trademark protection.

Fondulac District Library reserves the right to implement restrictions on file size, file elements, and production time. Restrictions include, but may not be limited to:

- The library will not produce items that take longer than four hours to 3D print and will not produce 3D objects that contain large overhangs or sides without supports.
- The library will not produce laser cut or engraved projects that take longer than one hour to complete.

The library charges fees for maker technology production services, per the Fee Schedule. Requests cannot be retracted once the production process has begun. Payment of fees is due in full at time of pickup.

Patrons do not have physical access to maker technology and equipment as part of the project request or production processes. Requests and applicable files will be submitted by patrons, and requests will be processed and objects produced by library staff.

Once the request is completed, the library will contact the patron to inform them the object is ready and available to claim in person at the library. The library will not ship completed objects. Objects not claimed after thirty days become library property and may be disposed of at the library's discretion. All submitted files are deleted after a request is denied or produced.

Requests from patrons who have unpaid produced objects (completed requests) are ineligible for processing until any fees for previous projects are paid.

Approved: November 28, 2022