

# 3D PRINTING REQUEST FORM

All users must have a library card in good standing to use any Makerspace equipment.

Please submit this application, along with the .STL file to be printed on an SD card or USB flash drive. We will contact you when your item is ready.

## BASIC INFORMATION:

Name: \_\_\_\_\_  
Library Card #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ OK to Text? \_\_\_\_\_

## ITEM INFORMATION:

File Name: \_\_\_\_\_  
Color: White: \_\_\_\_\_ Black: \_\_\_\_\_ Red: \_\_\_\_\_  
Glow in the Dark: \_\_\_\_\_

## ADDITIONAL FILE PRINTING INSTRUCTIONS:

**I have read the 3D Printing Policy and agree to abide its terms and conditions.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

QUESTIONS? Contact us at:

**Carroll County District Library**  
330-627-2613  
[www.carrolllibrary.org](http://www.carrolllibrary.org)



## FOR STAFF USE ONLY:

Date Received: \_\_\_\_\_ Staff initials: \_\_\_\_\_  
Weight (in grams): \_\_\_\_\_ Cost: \_\_\_\_\_ (\$1 minimum)  
Date Completed: \_\_\_\_\_ Notified: \_\_\_\_\_ Picked Up: \_\_\_\_\_

## 3D PRINTING POLICY:

The library reserves the right to refuse any 3D print request. Objects that are considered obscene, illegal, or dangerous (i.e. weapons) will be refused. The Library is not responsible for illegal use or potential copyright infringements.

Files must be submitted in person on a flash drive or SD card. Please include a completed **3D Printing Request Form** at the same time. Your file should be in .STL format only. One file submission at a time. Printing time must be less than 4 hours. Maximum print size is: (200 x 200 x 180mm).

If a print is unsuccessful, we will attempt only one reprint. Our software automatically adds supports or a brim/raft if needed. If you do not want supports, or want other changes, such as layer height or infill, you must specify this when submitting your file. **Note: Library staff will not remove support material.**

**Only library staff may operate the 3D printer.** Library staff will not modify your file. Your file will be printed, subject to staff availability, and you will be notified when it's ready. If your file is not picked up within 7 days, the printing cost will be added to your record as a library fine and your item may be discarded.

3D objects are printed with PLA plastic only. **(Not suitable for high temperature applications)**

We cannot guarantee that a specific color will be available, and files can only be printed in a single color. Please check for current color availability.

**Fees:** 20 cents / gram (rounded to the next highest gram) (\$1.00 minimum)

*An estimate may be provided prior to printing. Final cost will be determined after the object is finished.*