

3D Printing Guidelines

- 1) Please refer to the Technology Policy, section 6.0, for the rules governing the use of all creative equipment available at VBPL.
- 2) Current locations with 3D Printers include:
 - a) Bayside Library (1)
 - b) Great Neck Library (1)
 - c) Kempsville Library (1)
 - d) Joint-Use Library (2)
 - e) MEO Central Library (1)
 - f) Princess Anne Library (1)
- 3) Current 3D printers have two extruders – one for the model material (PLA) and one for support material (PVA). Because one extruder is specifically for dissolvable support material, these printers only print one color at a time.
- 4) Customers must be trained by staff prior to use of the equipment.
 - a) Customers 12 and younger must be accompanied by a parent or guardian, and both must have completed an orientation.
 - b) Contact staff at a location providing this service to request an orientation.
- 5) All customers, including youth with parent/guardian, will sign a Terms of Use Agreement at the conclusion of the orientation.
- 6) Reservations are required through Library Market and are on a first come, first served basis.
 - a) Customers 12 and younger must be accompanied by a parent or guardian, and both must have completed an orientation.
 - b) Use Library Market (vbpl.librarymarket.com) to create a reservation.
 - c) Reservations must be made at least 24 hours in advance.
- 7) Customers will check-in at information desk at the beginning of the reservation.
- 8) Print jobs must be complete 30 minutes prior to closing.
- 9) Customers must use VBPL-provided PLA filament.
 - a) Colors and amounts are not guaranteed.

- 10) Acceptable file types are .STL and .OBJ to upload to UltiMaker Cura (<https://ultimaker.com/software/ultimaker-cura/>) or UltiMaker Digital Factory ([UltiMaker Digital Factory - UltiMaker](#)) and prepare as a .MAKERBOT file.
- 11) Customers are responsible for the entire printing process, including:
- a) Turning on equipment.
 - b) Loading and unloading filament properly.
 - i) Storing filament properly using storage bags.
 - c) Preparing file for printing by either:
 - i) Using library computer, or
 - ii) Preparing file at home using appropriate printer software.
 - (1) Select appropriate printer model before exporting file to USB drive.
 - d) Staying with equipment for the first 20 minutes to mitigate any issues.
 - e) Removing the object upon completion.
 - i) Remove build plate from printer PRIOR to removing object.
 - ii) Remove object from build plate using appropriate VBPL-provided tools.
 - iii) Return tool to staff if stored at a service point.
 - f) Turning off printer when extruders are completely cooled (both at 50° C or less).
- 12) Customers must notify staff when done printing.