

3D Printer Policy and Procedure

3D Printer Checklist:

- 1 Dynamism Ultimaker-2 3D Printer
- 1 Ultimaker-2 3D Printer Users Guide and Tip Sheet
- 1 Cura install disc
- 1 4GB Scandisk Memory Card
- 1 USB Memory Card Adaptor
- 1 Printer Power Supply Cable
- 1 Spool Holder and Filament Guide
- 1 Glue Stick
- 1 Spool PLA Filament (Circle)
 - Red
 - Grey
 - Yellow

Policy for Use

- Borrower must be a staff member of one of the Finger Lakes Library System's 33 Member Libraries.
- Borrower must complete training with a staff member from the Computer Network Services Department at the Finger Lakes Library System. Staff member must sign Loan Agreement assuring the borrower was trained in the use of the printer.
- Printer must be picked up and returned by borrower. It **CANNOT** be transported via delivery. Responsible party will be charge FULL REPLACEMENT COST of the printer should it be returned damaged (\$2,499.99).

Data

- Images to be printed are to be loaded on an SD Card and inserted directly into the printer.
- Should your library not own an SD card, please use the accompanying SD Card for your images. There are 5 pre-installed images on this card for testing purposes.
 - **NOTE:** When the printer is returned, all files that have been added will be deleted from the accompanying SD card. Be sure to save your images on a hard drive before you return the printer.
- Use the USB Memory Card Adaptor to easily transfer images from your computer to an SD Card.

Filament

- Borrower is supplied with 1 spool of PLA filament for the printer. Each spool has approximately 700 grams of filament.
- The Cura software will give an estimate on how much filament is required to print.
- Borrowing library will purchase their own spool(s) of compatible filament should their printing needs exceed 150 grams per loan. Filament can be purchased from <http://www.dynamism.com>.

Visit <http://www.flls.org/programming/programmingresources/#makerspaces> for project ideas and resources.



3D Printer Loan Agreement

Name of Member Library: _____

Name of person responsible: _____

Address: _____

Phone: _____ E-Mail: _____

Date Borrowed: _____ Date to be returned: _____

_____ Responsible Party Completed 3-D Printer Training with Computer Network Services Department.

By signing this document you agree to return the 3D Printer in good working condition without damage or loss on the day that this loan expires. You further agree to compensate Finger Lakes Library System for any loss or damage caused whether through neglect or carelessness by you or agents of your organization.

I, _____, state that I have read and fully understand the terms and conditions as laid out in this 3D Printer Loan Agreement.

Signature of Responsible Person

Date

Signature of CNS Representative

Date



3D Printer Survey

Name of Member Library: _____

Name of person filling out this form: _____

How did you use the 3D Printer? (circle all that apply)

Teen Program

Adult Program

Staff Training

Community Interest

Open House

Other _____

How easy was it to run the 3D Printer?

Very Easy

Few Hiccups but Fine

Requested Further Assistance

Overwhelming

Would you borrow it again?

Yes

No (why) _____

Use Back For Additional Comments



3D Printer Survey

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