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## 3D Printing Terms of Use & Agreement

### Printing Requests

Use of the library's 3D printers is reserved for L. E. Smoot Memorial Library (LESML) cardholders with cards in good standing.

- Patrons must complete and submit a 3D Printer Request form with each request.
- All 3D printing request files & forms must be delivered to a library staff member for approval before printing.
- Patrons may be limited to one print request per week.
- Patrons are limited to one request at a time.
- Files are not retained for subsequent use. Patrons must resubmit design files.

### Prohibitions

The library reserves the right to deny any print requests. The final decision on denial of requested prints will be made by the Library Director. Print jobs may be denied if it is determined the project is:

- Prohibited by local, state, or federal law
- Perceived unsafe or harmful to others
- Obscene or inappropriate for the library
- In violation of copyright or other intellectual property laws
- Larger than the maximum print dimensions of 256 mm x 256 mm x 256 mm (W x D x H)
- Prints exceeding six (6) hours (it is recommended that longer projects be separated into smaller pieces for printing).

### Costs

The library reserves the right to charge for the cost of printing supplies.

- All print submissions, if approved, will be charged according to weight.
- Patrons submitting an object to be printed will be contacted by a librarian with an estimated time and cost for approval prior to starting the print job.

- No refunds will be permitted for printed objects or objects that did not print correctly due to design errors. Patrons will not be charged for objects that fail to print fully due to printer malfunction.
- Payment is due upon retrieving your print request. Payments must be made at the Circulation Desk.

### **Print Retrieval**

All submitted projects may take up to one week before completion, or longer, depending on the amount of submissions being processed at that time. Patrons will be contacted when their objects have been printed.

- Print completion dates cannot be guaranteed.
- Prints must be retrieved within ten (10) business days of completion notification. After ten business days, the print will become the property of LESML. The cost of a 3D item will be added to the patron's library account after ten business days if it has not been retrieved. There are no refunds.
- Only designated library employees and volunteers will have access to the 3D printers and printed objects.

L. E. Smoot Memorial Library is not responsible for the functionality or quality of 3D objects printed using library equipment, or for any injuries or damages that may result from the use of said objects.