

SUBMITTING A 3D PRINT JOB

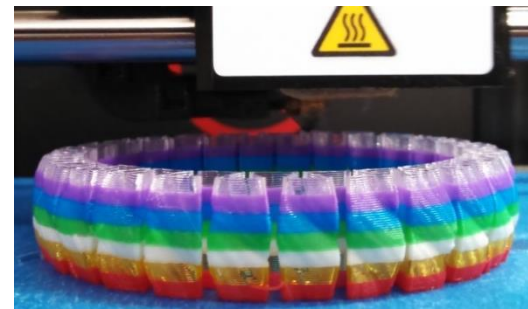
5/15/15, rev. 5/22/15

Requirements:

1. You must be a Westchester Library System patron to use the library's 3D printer.
2. You must attend at least one 1-on-1 3D Printing Lesson. Lessons are free but require registration. Call 914-232-3508 to sign up. A Library 3D Printing Policy Form will be provided. It must be reviewed and signed before you can submit 3D Print Jobs.

How to Submit a 3D Print Job:

1. Design, scan, or download a 3D model. For how to do it, see Intro to 3D Printing Handout or attend a 1-on-1 3D Printing Lesson.
2. Use the library's 3D Printing Checklist
3. Send the library :
 - the .stl of your 3D model via memory stick or email
 - specify what 3D printer settings you want
 - color: red, white, blue, purple, green, translucent yellow, translucent colorless, or manual horizontal striping of a combo of the above (only 3 different color changes).
 - resolution: High, Normal, or Low.
 - rafts: Yes or No.
 - supports: Yes or No.
 - provide contact info. (name & email or phone number)
4. A librarian will then:
 - review your 3D model for printability
 - email or call you to either confirm your print job and estimated cost, or inform you that it will not print.
 - print your 3D model at the earliest opportunity
 - email or call you to let you know your 3D print is ready for pickup at your discretion
 - weigh your 3D print to determine cost. The library charges **25 cents** per gram.
5. Payment is made during pickup to a librarian who will then give you your 3D print.



Library Printing Policies:

- You can print at least once a month for up to 2hrs. Let a librarian know if you might need more time.
- It is the ultimate responsibility of the person submitting the 3D print job to check the 3D model for printability. The library will expect payment for the plastic used regardless on if the 3D print failed.
- The library will not schedule print jobs for dangerous or unacceptable objects. We reserve the right to refuse any print request.
- PLA is a nontoxic recyclable plastic but the library will not be held liable if printed objects are used as eating/drinking surfaces.



Katonah Village Library ◇ 26 Bedford Rd, Katonah ◇ katonahlibrary.org
◇ 914-232-3508 ◇ katref@wlsmail.org