Glen Carbon Centennial Library District
3D Printing Procedures and Request Form

Please ask a Library staff member if you have any questions.

The Library does not keep records of 3D Print files.

The Library will try to print quality objects for submitted files, but we cannot guarantee that the file will print the way you want. If you need your item to be exact, please use a commercial printer.

Failed prints happen for various reasons. We will stop the print job if we believe it is not going to be a successful print.

Please check this list before submitting your file for printing:

- ☐ Your library account is in good standing.
- ☐ The file must be submitted in .STL format.
- ☐ Item does not exceed 5.9" high by 5.9" wide by 5.9" deep.
- ☐ Print time cannot exceed 5 hours.
- ☐ Only one print item may be submitted per week.
- ☐ You must clean your own rafts and supports
- ☐ The 3D Printer can only print one color at a time. Color options can be given upon arrival.
- ☐ Designs created at home must be downloaded to a USB drive and may not exceed 25MB.
- ☐ Library staff does not modify .STL files before printing.
- ☐ Allow for 7 business days for completion.

Please print and fill out the 3D Printing Request form and submit the completed form when you submit your 3D print file.

3D Printing Request Form

By filling out this form, you are agreeing to Glen Carbon Library's 3D Printing Policy and Procedures.

- ★ You will be notified by email or phone when completed.
- ★ When complete, the cost will be added to your library account. Payment must be made before pick up.
- ★ The print job will be available at the Circulation Desk.

Date	
Name	
Library Card Number	
Phone Number *(Required)*	
Email *(Required)*	
Signature	

Staff Use Only	
Printing Fee *(Fee added to Library account)*	_____ x **$0.20** + **$1.00** = _____ *(Number PLA grams)* *(Printing Fee)* *(Total Cost)*
Staff Accepting Job	
Staff Reviewing and Printing File	
Date Completed	
Date Picked Up	