

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

Glen Carbon Cardholders

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. Our printer is a prototype printer; please keep this in mind when choosing an object to print.

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

Please check this list before submitting your file for printing:

- Your library account is in good standing.
- The file must be submitted in .STL or .3MF 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 each month, unless we have not met our monthly printing capacity of 3 prints.
- If staff cannot easily remove rafts, it will be your responsibility.
- 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.
- Staff does not modify prints. Unless it will take too long to print or is too large for the printer, with your approval.

- Allow for 7 business days for completion unless you are on the waitlist. Spots on the waitlist will be assigned in the order we receive the prints.

Please print and fill out the form below, and return it to the Glen Carbon Library to 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.
- ★ The print job will be available at the Circulation Desk.
- ★ Failure to pick up prints could result in the library no longer accepting your 3D print requests.

Date	
Name	
Library Card Number	
Phone Number	
Email	

Staff Use Only	
When is there room in the print queue?	
Staff Accepting Job	
Staff Reviewing and Printing File	
Date Completed	
Date Picked Up	

