MFPL 3D Printer & Cricut Usage

3D Printing

- The Library currently provides an Ultimaker 2 3D printer.
- Users age 14 and older may operate the 3D printer after completing Library-approved training. Upon completion, staff will record the user's authorization to operate the printer. Equipment authorization is specific to the individual and may not be transferred to another user.
- Individual training appointments may be arranged when a user cannot attend a scheduled workshop. Appointments are subject to staff availability.
- Children under age 14 may participate in a 3D-printing project only when actively supervised by an authorized adult age 18 or older. The authorized adult is responsible for operating the printer and supervising the child's participation.
- Staff may require additional instruction or a refresher before permitting continued use if equipment, software, or procedures change or if a user demonstrates difficulty operating the printer safely.

Reservations and Independent Use

- Authorized users may reserve the 3D printer up to one month in advance by speaking with a Library staff member. Walk-in use is permitted when the printer and space are available. Library programs, scheduled training, maintenance, and previously confirmed reservations receive priority.
- Authorization permits a user to operate the printer independently; it does not guarantee continuous staff assistance. Users must follow all posted instructions and staff directions and must remain in the Library and monitor the print as directed. The printer may not be left unattended unless staff expressly authorize it.
- A print may be started only if it can be completed during Library hours or staff have approved arrangements for it to continue after closing.

3D Printing Costs

Duration of Print	Cost
0-59 minutes	Free

1 hr-1hr 59 minutes	$1.00
2 hrs-2 hrs 59 minutes	$2.00
3 hrs-3 hrs 59 minutes	$3.00
4 hrs-4 hrs 59 minutes	$4.00
5 hrs-5 hrs 59 minutes (maximum)	$5.00

Printing Limits

- Individual print jobs may not exceed six hours. Shorter limits may apply depending on Library hours, demand, printer availability, and the time needed to complete the print before closing.
- Staff may limit the number or frequency of print jobs to provide equitable access.
- A design must fit within the current printer's build dimensions of 8.8 × 8.8 × 8.1 inches.
- Staff may limit printing time, filament use, project size, production volume, or reservation frequency to protect the equipment and provide equitable access.
- The Library does not provide production-scale or high-volume printing services.

Printer Availability and Maintenance

- The 3D printer may be used only when it is fully operational. Staff may take the printer out of service or stop a print because of maintenance, repairs, safety concerns, staffing, programs, or other operational needs.
- Users must immediately stop and notify staff if the printer malfunctions. Users may not attempt repairs, remove jams, replace filament, or make mechanical adjustments except as expressly permitted by the training or posted instructions.

Print Files and Unsuccessful Prints

- Users are responsible for ensuring that submitted files are complete, properly formatted, and suitable for printing. Staff may review a file for basic compatibility

but cannot guarantee its quality, accuracy, structural integrity, or successful completion.

- The Library does not guarantee that a print will be completed successfully or function as intended. No fee will be charged for an unsuccessful print. Staff may decline to immediately repeat a failed print when the file appears defective or continued printing could waste filament or damage the equipment.
- Current 3D-printing charges are listed in the Library's fee schedule. Staff may provide an estimated printing time and cost before a project begins, but the final time may vary.

Cricut and Heat Press

- The Library currently provides a Cricut Maker 3 and Cricut Heat Press.
- Users aged 14 and older may operate the Cricut equipment after completing Library-approved training. Upon completion, staff will record the user's authorization to operate the equipment. Equipment authorization is specific to the individual and may not be transferred to another user.
- Individual training appointments may be arranged when a user cannot attend a scheduled workshop. Appointments are subject to staff availability.
- Children under age 14 may participate in a Cricut project only when actively supervised by an authorized adult age 18 or older. The authorized adult is responsible for operating the Cricut and heat press and supervising the child's participation.
- Because the heat press reaches high temperatures, staff may impose additional supervision or operating requirements for its use.

Reservations and Independent Use

- Authorized users may reserve the Cricut equipment up to one month in advance by speaking with a Library staff member. Walk-in use is permitted when the equipment and space are available. Library programs, scheduled training, maintenance, and previously confirmed reservations receive priority.
- Sessions are ordinarily limited to two hours. A session may be extended when no one is waiting. Staff may limit repeat or consecutive reservations to provide equitable access.
- Authorization permits users to operate the equipment independently; it does not guarantee continuous staff assistance. Users must remain present throughout the session and must follow posted instructions and staff directions.

Materials and Supplies

- There is no charge to use the Cricut or heat press.
- Users are responsible for providing their own materials, such as cardstock, vinyl, fabric, transfer material, and other project supplies, unless the Library has expressly made materials available for a program or limited general use.
- Only materials known to be safe and compatible with the equipment may be used. Users should retain the original packaging or product information when bringing unfamiliar materials. Staff may inspect or decline any material whose composition, condition, or compatibility cannot be confirmed.
- Users are responsible for selecting the appropriate settings, blades, mats, temperatures, and project instructions. Staff may provide introductory assistance but cannot guarantee that a material or project will produce the intended result.

Equipment Care and Cleanup

- Users must immediately stop and notify staff if the Cricut, heat press, cutting mat, blade, or other accessory is damaged or malfunctions. Users may not attempt unauthorized repairs or adjustments.
- At the end of the session, users must turn off equipment as directed, allow heated equipment to cool, remove personal materials and projects, dispose of scraps appropriately, and return Library equipment and accessories to their designated locations.