



# 3D PRINTING

## Guidelines



The MPLab at Main Library provides a 3D printer service open to the public, allowing individuals to create and print three-dimensional objects. Users must possess a McAllen Public Library (MPL) card in good standing.

### MPLAB HOURS

Mon - Thu: 10AM - 8PM  
Fri - Sat: 10AM - 5PM  
Sun: 2PM-8PM

### LOCATION

Main Library  
Computer Lab  
4001 N. 23rd St., McAllen

### COST

\$0.10 per gram

### GUIDELINES

The following guidelines apply to 3D printing services offered to patrons who intend to produce three-dimensional objects in plastic using a design uploaded from a digital computer file:

- MPL reserves the right to decline any 3D print request.
- Priority for 3D printing is given to library-sponsored programs or activities.
- The Library cannot guarantee the color of filament, model quality or stability, confidentiality of design, or specific delivery times.
- No material will be printed if it:
  - Violates local, state, or federal law.
  - Is unsafe, harmful, dangerous, or poses an immediate threat to others (e.g., firearms, knives, weapons).
  - Is obscene or inappropriate for the general library environment.
  - Violates intellectual property rights, including copyright and patent law.
- Patrons are responsible for the design of objects; MPL staff won't modify submitted designs.
- Patrons are responsible for cleaning their own rafts and supports.
- Print objects must be picked up by the patron who requested the print job.
- 3D printed objects will be produced in a single color of PLA filament (subject to color availability) and must be smaller than 9" x 9" x 9".
- Objects become property of MPL if not picked up within 7 days after notification.
- Failure to pick up a 3D print object results in a 7-day forfeiture of 3D printing services.

### HOW IT WORKS

- 1 Bring us your design on a USB in .STL format.
- 2 A staff member will review file & schedule print.
- 3 Pay for your print. *Payment required prior to printing.*
- 4 Pick up your print!

### HOW LONG WILL IT TAKE?

We'll estimate the print time and notify you when it's ready for pickup.

Questions? Call the Computer Lab at 956-681-3080.



# 3D Printing Request Form

The 3D Printer makes 3D objects using PLA filament. It supports school projects and personal creativity. To make objects, you can use 3D modeling software like Tinkercad.com or download files from Thingiverse.com. **Create your file before submitting the form.**

## FILL OUT THIS SECTION

Bring this completed form and your file on a USB / Thumb drive to the Library.

### Basic Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Library Card #: \_\_\_\_\_

### Contact Information

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

Check the box below:

I have read the policies & agree to abide by them.

Patron Drop-off Signature: \_\_\_\_\_

Patron Pick-up Signature: \_\_\_\_\_

This request is subject to approval by designated library staff. For questions, contact us at:

Main Library - Computer Lab  
956-681-3080

## THIS SECTION FOR STAFF USE ONLY

### Item Information

Staff notes (Description, i.e. key chain, camera part, Pokémon):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Patron Notified: \_\_\_\_\_

**COST**

gram = \_\_\_\_\_

Price = \_\_\_\_\_