



## 3D PRINTER PROCEDURES

Objects must fit within the printer's build space of 12" x 12" x 11.8"

The project file:

- must be in .stl file format
- name must follow the NPL name convention: LastName-ObjectName.stl

Payment must be made before the item will be printed.

- 20¢ per gram for PLA filament with a minimum charge of \$1.00.
- Jobs taking more than one hour will incur a fee of 25¢ per additional 30 minute increment.

1. Submit your completed "3D Printer Request Form" which is available on the Library's website under "Resources/3D Printer" and send your file in .STL format to [NoviPublicLibrary3D@gmail.com](mailto:NoviPublicLibrary3D@gmail.com).

**\*\*\*You will be notified within 72 hours of the fees for materials and colors currently available\*\*\***

2. If you would like to proceed with your print job:

1. Submit payment through "My Account" on our homepage by clicking on the "Fines" tab then clicking the PayPal button.

**NOTE: 3D PRINT FINES \$5 AND ABOVE MAY BE PAID THROUGH PAYPAL  
OTHERWISE PAY IN PERSON AT THE NOVI PUBLIC LIBRARY**



My Account

2. Once payment is made and we have received your email informing us of payment and color preference, your item will be added to the print queue.
3. Guests will be notified via email when their item is ready to be picked up. Items must be picked up at the Check-Out Desk by the individual who submitted the 3D Printer Request Form within seven days of being notified or the item becomes the property of the Library.
4. NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.
5. Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.
6. Reprints or additional copies of items must be requested within ten days of email notification, otherwise, a new 3D Printer Request Form and file will need to be submitted.

**Please note that procedures governing the use of the Library's 3D printer are subject to change.**