

Irene H. Ruiz Branch 3D Printing Expectations

Updated 7/20/26

The Kansas City Public Library (“Library”) offers 3D printing equipment at the Ruiz Branch to strengthen experiential learning opportunities by offering the community access to technology that encourages the design and creation of innovative projects. Any Library patron may use the 3D printers in accordance with these guidelines.

Library use or Library programming has priority over the use of the 3D printers. When not being used by the Library, they may be used by patrons.

The 3D printers are available for use up to one hour until closing time. The Library has the right to limit or cancel any available time even if it has been published on the website.

All Library policies, including Behavior Expectations, apply to the use of the 3D printers. Failure to comply with 3D printer or Library policies may result in losing 3D printing or Library privileges.

Patrons may not disrupt another patron’s work already in progress.

The 3D printers are not meant for commercial manufacturing of items and have not been approved for that purpose.

Access to the 3D printers and printing is a free service. Patrons agree to avoid wasting supplies and only use them for their indicated use.

It is the responsibility of the patron to delete and/or remove any files (digital or print) from the 3D printing equipment and workstation. The Library is not responsible for equipment or files (digital or print) left behind by patrons. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered.

Library staff reserve the right to:

- a. Refuse any request/service.
- b. Review and approve all designs and prints sent to the 3D printers. If there is a problem with a design and/or production that is readily identifiable by the Library staff, the patron may be informed. Review and approval does not guarantee successful completion of the project.
- c. Stop a request due to time or equipment capabilities or other reason, such as violation of Library policy.

The patron agrees to follow the safety policies and procedures involved with the 3D printers, including the following:

- a. The patron will follow all equipment safety procedures as documented in either a training session, workshop, and/or detailed in the user guidelines.
- b. The patron agrees that if any equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the equipment and notify Library staff.
- c. The patron must report any accident/incident that occurs to a Library staff member at the time of the accident/incident.
- d. Patrons will not damage or modify the 3D printers' hardware or software. Patrons may not install new programs onto the computers. Patrons may not at any time use any of their own materials or equipment in conjunction with the 3D printers.

Patrons are prohibited from using the 3D printing equipment to create material that is:

- a. Prohibited by local, state, or federal law or regulation.
- b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
- c. Obscene, sexually explicit, or harmful to minors.
- d. In violation of intellectual property rights. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted materials. Users of the 3D printers are solely liable for any infringement or copyright claims.

All prints must be picked up within 10 days. At the end of the 10-day period, all 3D prints will be discarded, given away, or used for other Library purposes.

Patrons may print one job that takes a maximum of 3 hours per day. Patrons may not print on both printers at the same time.

Patrons will log onto the 3D printing workstation using their library card. Patrons will log into the Bambu design and printing software using the Ruiz Library account, which will require an access code from Library Staff.

3D printers will be available on a first-come, first-served basis. If numerous patrons are waiting to use the 3D printing workstation, priority will be given to the patron who utilized the printers the longest time ago.