

# 3D PRINTING PROCEDURE

## Who Can Use It

- Available to Tiffin-Seneca Public Library cardholders
- Minors must submit files through a parent or guardian
- Only designated Library staff will handle the 3D printers

## What You Can Print

3D printing is for lawful, non-commercial use only. Items must not be:

- Prohibited by law
- Unsafe, harmful, or dangerous
- Obscene or inappropriate for a public setting
- In violation of copyright, trademark, or intellectual property rights

The Library reserves the right to decline any print request.

## Pricing

- \$0.10 per gram of filament used (includes support material, if needed)
- **Payment is required at time of pickup**
- **No refunds** for completed prints
- Accepted forms of payment are cash, credit/debit card, or check.

## How it Works

- **Design Your Project**
  - Create your model using any CAD software (e.g., Tinkercad)
  - Save your file as .stl, .obj, or .3mf
  - Make sure your design fits within the printer's build volume:  
256 x 256 x 256 mm
- **Submit your Request**
  - Email your file to [lucasha@tiffinsenecalibrary.org](mailto:lucasha@tiffinsenecalibrary.org) and complete a 3D Printing Request Form
  - Submit one file at a time
  - You will be contacted within 2 business days to confirm your request
- **Approve and Print**
  - Library staff will prepare your file in slicing software
  - You will be notified when your object is ready
  - Pick up your project within **14 days** at the Checkout Desk

Unclaimed prints after 14 days become Library property. Repeat no-shows may lose printing privileges.

**Need Inspiration?** Explore free designs on Thingiverse or use Library computers to access design software and tutorials. Whether you are a beginner or a maker pro, there is something for everyone!



# 3D PRINTING AT THE LIBRARY



77 Jefferson St.  
Tiffin, OH 44883

[www.tiffinsenecalibrary.org](http://www.tiffinsenecalibrary.org)  
419-447-3751

# 3D PRINTING REQUEST FORM

Fill out this form and email it along with your .STL or .OBJ or .3mf to [lucasha@tiffinsenecalibrary.org](mailto:lucasha@tiffinsenecalibrary.org). Completed forms can also be turned into the Checkout Desk or completed online. Files will still need to be emailed. All fields must be filled in to complete 3D print.

## 1. CONTACT INFORMATION

Name

Phone Number

Email address

Library card number

## 2. SUBMIT 3D PRINT FILE VIA EMAIL

Email .STL or .OBJ or .3mf file to [lucasha@tiffinsenecalibrary.org](mailto:lucasha@tiffinsenecalibrary.org)

Exact name of the file

Where was the file found (online such as Thingiverse or created on design software)

## 3. CHOOSE FILAMENT COLOR

Circle desired filament color on opposite page.

By signing below, I acknowledge that I have read, understood, and agree to abide by the Library's 3D Printing Policy and Procedures. I understand that:

- The 3D may only be used for lawful, non-commercial purposes.
- The Library reserves the right to refuse any print request.
- I am responsible for the cost of printing at \$0.10 per gram.
- Items not picked up within 14 days become property of the Library and may result in loss of printing privileges.
- I certify that the file I have submitted does not violate any laws or intellectual property rights.

Signature: \_\_\_\_\_

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

## CIRCLE ONE COLOR:

(You can ask to see the selections in person. You will be contacted if your file has more than one color option.)



Matte Sakura Pink



Pink



Red



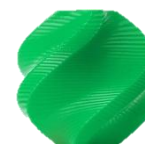
Matte Mandarin Orange



Sunflower Yellow



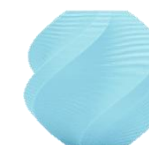
Classic Gold Sparkle



Bambu Green



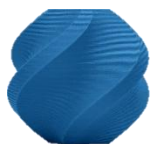
Mistletoe Green



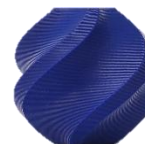
Matte Ice Blue



Turquoise



Matte Marine Blue



PETG HF Blue



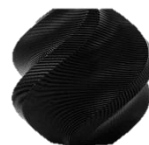
Purple



Matte Caramel



Cocoa Brown



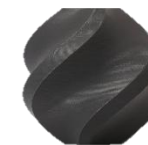
Black



Jade White

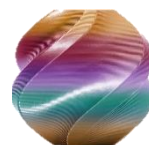


Rosewood

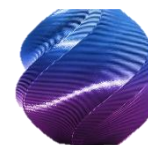


Dark Gray

## PLA SILK MULTI-COLOR



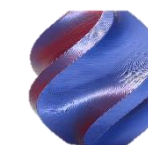
Dawn Radiance



Aurora Purple



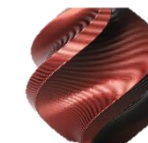
South Beach



Midnight Blaze (Blue/Red)



Neon City (Blue/Magenta)



Velvet Eclipse (Black/Red)