



Comhairle Chontae Chill Chainnigh  
Kilkenny County Council



Kilkenny County Council  
Library Service

## **3D Printing Service User Policy**

## 1 Document Control

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<b>Date</b>	<b>Comments/Updates</b>	<b>Signed Off/Updated by</b>
March 2026	Version 2	Senior Library Staff and Management

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Kilkenny County Council Library Service provides public access to 3D printing services. The purpose of this service is to make new technologies accessible, promote the understanding of STEM, emerging technology and design principles.

Usage of this service must adhere to the following policy and procedures, and with the acceptance that you have read and agreed to the following:

**Policy:**

- The use of the 3D printer is for educational and recreational purposes only and is not for commercial or financial gain.
- With agreement, printers may be used by library members with staff supervision, or facilitated by staff, to make 3D objects using a design that is uploaded from a digital file.
- The 3D Printer may only be used for lawful purposes. You may not use the library's 3D Printer to create:
  - ✓ Weapons or constituent parts of weaponry.
  - ✓ Designs that are obscene, offensive or inappropriate in a library environment.
  - ✓ Designs that are subject to copyright, patent or trademark or are in violation of intellectual property rights.
- The library reserves the right to refuse any 3D print request.
- There is currently no charge for creating 3D designs using the library 3D printer.
- The maximum print time for a design is 7 hours. Designs that exceed this will be stopped.
- Fair usage policy applies. You may print one 3D print per week depending on availability.
- Workshops and educational groups and projects may be facilitated under agreement with Kilkenny Libraries. Requests should be emailed to [mayfair@kilkennylibrary.ie](mailto:mayfair@kilkennylibrary.ie), [graig@kilkennylibrary.ie](mailto:graig@kilkennylibrary.ie), [thomastown@kilkennylibrary.ie](mailto:thomastown@kilkennylibrary.ie) or [loughboy@kilkennylibrary.ie](mailto:loughboy@kilkennylibrary.ie) with a proposed outline of purpose and resources required.
- Users of this service are responsible for their own safety and care at all times.

**Procedure:**

- Designs can be created using Computer Aided Design (CAD) software. They should be submitted on a USB stick as an original .stl file. Staff reserve the right to edit and re-generate the code to reduce print times.
- Files must be submitted with a completed 3D printing form.
- The 3D printer can only be used by library staff or under staff supervision with agreement from the library manager. Designs will only be printed at times when staff are available to do so.
- Designs submitted will be placed in a queue to be printed. Staff cannot give an exact completion time of the print job at the time of submission.
- Staff will contact you via phone or email to arrange collection.
- The library is not responsible for any damage or corruption to files, USB sticks or prints.

### Kilkenny Libraries - 3D Printing Request Form

<b>Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Date:</b>	
<b>Design to be printed</b>	
<b>Filename</b>	
<b>Estimated print duration</b>	

You will be notified by phone or email when your item is printed. This form will be destroyed once you collect your completed design. We will not keep your personal contact details.

I have read and agree to Kilkenny County Council Library Service's 3D Printing Policy and Procedures

Signature

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<b>Staff use only</b>	
<b>Staff member:</b>	
<b>Comments:</b>	
<b>Date completed</b>	
<b>Dated collected</b>	