

## 3D Printer Request Form

Date:	
Name:	
Library card number:	
Phone number:	
Email address:	
File cannot be larger than 50MB: LastName-FirstName-ObjectName.stl	
Filament colors available:	Red, White
Preferred filament colors:	
Fee approval and print authorization:	Yes
Amount paid:	
Patron initials when object is picked up:	
<b>Below is for NPL staff use only.</b>	
Color 1 weight/fee:	
Color 2 weight/fee:	
Build time/fee:	
Total fee:	
Staff initials when object is picked up:	

Only one file may be submitted per form. Objects must fit within the printer's build space of 9.56"W x 9.06"H x 10.6"D or 24.29cm W x 23cm H x 27.04cm D.

Approval and payment of the total fee must be made before the item will be printed.

- 15¢ per gram for PLA/ABS filament with a minimum charge of \$1.00.
- Print jobs taking more than one hour will incur a fee of 25¢ per additional 30 minute increment.

1. Attach your completed "3D Printer Request Form" and your file to an email addressed to [NoviPublicLibrary3D@gmail.com](mailto:NoviPublicLibrary3D@gmail.com). You will be notified within 72 hours of the fees for materials and print time.
2. If you would like to proceed with your print job after receiving the email containing the total fee, submit payment through your "My Account" login, check the "Fee approval and print authorization YES" box and enter the amount paid on the form, then email the form to [NoviPublicLibrary3D@gmail.com](mailto:NoviPublicLibrary3D@gmail.com).
3. To submit payment, log into your "My Account" on our homepage, [www.novilibrary.org](http://www.novilibrary.org), and click on the "Fines" tab. The fee for the 3D print will be listed under "Fines" and can be paid by clicking the PayPal button.
4. Once payment is made, and we have received your 3D Printer Request Form with a check in the "Fee approval and print authorization YES" box, your item will be added to the print queue.
5. Patrons 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.
6. NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.
7. Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.
8. 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.



My Account