3D Printing and Scanning Policy

The 3D printer and scanner are made available by 2014 Student Technology Fee grant funds, and as such, are available to CSU-Pueblo students only. Initially, there will be no charge for printing. When the grant-funded supplies are exhausted, a nominal charge will be assessed based on weight for cost recovery.

Printing is done on a first-come, first-served basis via the website request for printing form. **Priority will be given to objects for course work. Please allow up to 2 business days for objects to be printed if submitted via the Print Request form. If an item is needed by a deadline, we recommend submitting it 3 days prior to the date.**

If a user wishes to print their object themselves, they will need to schedule an appointment to receive training on the 3D printer. Users will be supervised during the printing process. The submission form will include this option and a staff member will contact the user to schedule a training session.

Users will need to fill out and submit the 3D Printing Request Form along with their file. A confirmation email to the address provided will be sent to verify that the submission has been received. Once the file has been printed, staff will send another email informing the user of the completion of the job and the cost of the print. If you have several files to print, please submit each of these separately by filling out a separate 3D Printing Request Form for each print.

All submissions are subject to approval based on scheduling and availability. There may be times that the printer is malfunctioning, being repaired, or is being used for an event or a course. During such times, the 3D printer may be unavailable for use and there will be a delay in approving submissions and printing objects. Any significant lapses in printing time will be noted on the 3D printing web page. After the submission has been printed and the print has been picked up or the two week time limit to pick up the object is over, the submitted file will be deleted.

Printed objects will be kept for two weeks at the IT Help Desk. After two weeks, objects will become the property of the University Library and may be disposed of at that time.

Refunds will only be given if the printer malfunctions or a staff member accidentally breaks the model. If the object does not print correctly due to design errors, it is the responsibility of the user to pay for the object.

Terms of Use and Copyright
Those who wish to utilize the library's 3D printer and scanner must do so for lawful purposes. Colorado State University-Pueblo abides by the copyright laws of the United States (Title 17, U.S. Code). These laws govern photocopying or creating other reproductions of copyrighted materials. All users of the 3D printer and scanner must abide by copyright laws.