

RULES FOR USING THE THIRD DIMENSION ROOM

1. Users holding a valid Library Card have the right to use the room.
2. The room is subject to reservation.
3. You can use a large format flat scanner and a 3D printer in the room free of charge. A fee is charged for printing models from the 3D printer in accordance with the price list constituting an appendix to the Regulations for using the collections, resources and services of the Municipal Library of Lodz.
4. The User undertakes to use the equipment for its intended use and in accordance with safety principles and to make sure it is not damaged.
5. If the User notices a failure of the equipment, it should be reported to an employee who made the room available immediately.
6. The User is liable for any damage to the equipment arising out of improper usage thereof.
7. You should keep the space clean.
8. Using the devices for illegal purposes is forbidden.
9. It is forbidden to take out the devices included in the room equipment.
10. It is forbidden to eat and drink in the room.
11. The room is monitored and any changes thereto are registered.
12. You should leave the room at least 30 minutes before the Library closes.

RULES FOR ORDERING 3D MODELS PRINTED ON THE RAISE 3D PRO2 PLUS PRINTER

1. PLA or PLA+ filaments can be used to print elements on the 3D printer constituting the equipment of the Third Dimension Room.
2. A maximum size of the element to be printed is 305x305x605mm.
3. 3D models to be printed are prepared in ideaMaker, a program that is available free of charge on the website of the printer manufacturer: www.raise3d.eu
4. For large format printouts or printouts requiring using specialist materials, you are required to contact the Library beforehand in order to verify if such printing is possible.
5. The User is obligated to send a 3D model in the *.STL file to the Library's e-mail address or provide it in person on an appropriate data carrier in order to prepare free-of-charge cost estimation.
6. The Library makes a reservation that the cost estimation may slightly differ from the final price. The price depends on the quantity of material required for printing a 3D model and its parameters.
7. A model may not violate third party rights, including author's economic and moral rights.
8. A date when the 3D printout will be ready is agreed upon with the User depending on the availability of the 3D printer.
9. The Library is not liable for an improper 3D printout resulting from mistakes in the final project, whereas the User is obligated to cover the costs of printout in accordance with the price list.
10. In the event of mistakes in the printout attributable to the Library, the User will not be charged the costs of the 3D printout.

OHS INSTRUCTIONS for using a 3D printer

General remarks

1. Before starting to operate a 3D printer, the User should read the general OHS instructions and undergo a training conducted by a Library employee.
2. The workstation should be kept tidy and clean.

Activities to be conducted before starting to work

1. Read the manual of the 3D printer.
2. Plan the order of particular activities to be done.
3. Check the completeness of the technical equipment of the workstation and the setting of the 3D printer.
4. Check the lighting at the workstation.
5. Make sure that the technical condition of the devices guarantees safe work, in particular protection against electric shock. Power cords must be placed so that they are not a source of threat and cannot be damaged.
6. If the device requires turning on using a separate switch, press the start button.
7. Should any damage be detected, do not start working. You should notify a Library employee thereof immediately.

Principles for and manners of working safely

1. Once the printing has started, you must not touch the model as you may get burned.
2. Once the printing has started, you must not insert body parts and foreign objects into the working area of the printer as it may result in bodily injuries of the operator and damage to the device.
3. A printed model should be removed from the table once it has cooled down.
4. While working, you should:
 - a. Operate the 3D printer in accordance with the manual.
 - b. Only use materials that are intended for this device. PLA or PLA+ filaments can be used to print elements on the 3D printer constituting the equipment of the Third Dimension Room.
 - c. Observe messages appearing on the screen monitor and follow the manual of the device.
5. Activities forbidden while working:
 - a. You must not work on a damaged device.

- b. You must not remove covers and safeguards installed on the device.
- c. You must not interfere with the hot zones designated by a special pictogram and moving mechanisms during the printing process.
- d. You must not touch the hot table immediately after printing.
- e. You must not operate the device with wet hands.
- f. You must not clean and displace the device when it is turned on.
- g. You must not reach the interior parts of the printer while it is working.
- h. You must not use the 3D printer for works that are contrary to its intended use.
- i. You must not repair the device on your own. Repairs are conducted by authorized persons.

Activities to be done after work is finished

- a. Unload the filaments.
- b. Turn the printer off.
- c. Clean the workstation.
- d. Place the filaments and tools into the cabinet.

Emergency procedures

- a. Each accident should be reported to a Library employee immediately.
- b. In the event of a failure or defect of the 3D printer, the device should be unplugged immediately.
- c. Any and all defects and threats should be reported to a Library employee immediately.
- d. In case of fire, you should follow the fire safety instructions closely.