

3D Printer User Agreement

Congratulations! You now have rights to use the 3D printers at Albion College. Please review the Policy and Procedures outlined for these 3D printers and provide your signature, indicating your acceptance and compliance with the following rules and regulations.

POLICY

Albion College Instructional Technology and Media Services 3D printers are available for use by Albion College students, faculty and staff.

- I. These 3D printers may be used only for lawful purposes. Rights on the 3D printers will be revoked if the 3D printers are used to create materials that are:
 - i. Prohibited by local, state or federal law.
 - ii. Unsafe, harmful, dangerous, or that pose an immediate threat to the well being of others.
 - iii. Obscene or otherwise inappropriate for the college environment.
 - iv. In violation of another's intellectual property rights.

- II. Those who want to use the 3D printer without supervision must:
 - i. Complete in-person training with an Albion College Instructional Technology staff member or student worker.
 - ii. Pass the 3D print test at <http://courses.albion.edu/course/view.php?id=5524> with an 80% or better.
 - iii. Conduct one supervised 3D print.

- III. The user agrees to:
 - i. Leave the equipment in the same condition as originally issued.
 - ii. Refrain from touching hot, or otherwise untouchable, items of the 3D printer, attempting large repairs on their own, or cause any physical damage to the printers.
 - iii. Pay for any damage incurred outside of the typical realm of 3D printer errors/issues.
 - iv. Inform Instructional Technology and Media Services if the printer becomes unsafe, or is in a state of disrepair.
 - v. Pay .15 per gram for items printed, payable to accounting.

PROCEDURE

The following outlines the process of scheduling a 3D printer through payment:

- I. After completing all necessary training elements, the user will be added to the 3D Print Google Calendar.
- II. To reserve a printer, check the calendar and then send insttech@albion.edu an email with the requested date and time.
 - i. Insttech will then email a request confirmation as well as an estimated cost.
 - ii. The user should check to ensure the time was added to the 3D Print Google Calendar.
- III. When arriving to print, place your identification coin in the slot of the machine you plan to use and keep it there for the duration of the print.
- IV. When finished, clean the 3D printer and send insttech@albion.edu a photo of the finished print, or confirmation of completion. Thereafter, a final bill will be delivered.
- V. Pay the bill in accounting on the 1st floor of the Ferguson Building.

AGREEMENT & SIGNATURE

I have read and understand the Policy and Procedures outlined for usage on the Albion College Instructional Technology & Media Services 3D printers. My signature below indicates I agree to all conditions outlined.

Name: _____
(Please Print)

Email: _____

Phone: _____

Signature: _____