

**Heather MacDonald Greene Multimedia Center  
Kent Library, Southeast Missouri State University  
3D Printing Policy**

The Heather MacDonald Greene Multimedia Center offers 3D printing services to current Southeast Missouri State University students, faculty, and staff. Submitted 3D printing requests are subject to approval based on scheduling, availability, and what is being printed. Files are printed in the order approved; not in the order submitted. Only designated library staff have hands-on access to the 3D printer(s).

1. The Heather MacDonald Greene Multimedia Center's 3D printing service may only be used for lawful purposes. No one is permitted to create material that is:
  - Prohibited by local, state, or federal law.
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others or the requestor. This includes firearms, rifles, shotguns, archery equipment (outside of physical education classes), knives with blade lengths of over four inches, and other weapons of any type. See the [University policy](#) about weapons on campus.
  - In violation of another's intellectual property rights; such as material subject to copyright, patent, or trademark.
2. The Heather MacDonald Greene Multimedia Center reserves the right to refuse any request.
3. All persons submitting 3D printing requests must complete and sign the 3D printing contract before models can be approved to print.
4. The Heather MacDonald Greene Multimedia Center cannot guarantee printed items quality or stability. Finishing steps; such as removing rafts, support material, sanding, and other activities are the responsibility of the requestor.
5. Print order is prioritized based on factors such as academic priority, class due dates, reprints, and other issues that may arise. Heather MacDonald Greene Multimedia Center staff reserve the right to alter the queue order based on these factors.
6. All fees related to 3D Printing will be billed to the requestor's University Financial Account.