

# Moore Memorial Public Library Digital Lab Policy

Approved by the Board of Library Trustees on August 25, 2025  
Approved by the City of Texas City Commission on ?

## PURPOSE

Moore Memorial Public Library offers 3D printing services to the public for creative, educational, and practical purposes. The library also has scanners and media conversion equipment available for the digitization of various media formats and documents. This policy provides guidelines for public use of this equipment and is subject to change.

## GENERAL GUIDELINES

Users of the Digital Lab must abide by the *Rules Of Behavior For Library Patrons* policy.

Moore Memorial Public Library's Digital Lab services are available to patrons ages 18 and up. Patrons under 18 years of age must be accompanied by a parent/guardian who has completed the required training.

Use of the Digital Lab requires patrons to sign a liability waiver. Parents or guardians of minor children are responsible for supervising their children and must sign a liability waiver for their child.

The library reserves the right to share patron pictures of projects made using the library's machines on library marketing materials and social media channels.

The Digital Lab provides access to specialized equipment for creative and technical projects. Patrons are expected to design and complete their own projects. Staff will be present to facilitate machine operation only and are not responsible for file creation or file modifications.

Patrons may not load personal software onto the Digital Lab computers or tamper with any security features of the computers or other Digital Lab equipment.

Patrons are responsible for ensuring that all equipment is left in the same condition in which it was found.

## **SCHEDULING**

Patrons are required to attend a one-time orientation prior to making a reservation. Patrons under 18 years of age must be accompanied by a parent or guardian.

Reservations are required and may be made up to two weeks in advance. They will be accepted on a first-come, first-served basis, with priority being given to library-sponsored programs and activities. All reservations are subject to staff availability.

Orientations and reservations may be scheduled by contacting the Library's Information Desk at 409-643-5977 or by emailing the library at [library@texascitytx.gov](mailto:library@texascitytx.gov).

## **3D PRINTER**

The 3D printer may only be used with filament provided by the library. For safety and to avoid potential damage to the machines, patrons may not bring and/or use alternative filament. Filament donations will not be accepted.

There is a cost of 10¢ per gram for regular filaments and 20¢ per gram for special filament. Total cost will be rounded to the nearest gram. Payment will be collected by staff and will be used to reimburse the cost of filament and machine maintenance.

Objects printed with a raft, supports, or brim will be weighed, and the total will be included in the final cost before their removal.

Any external storage devices being used, such as a USB flash drive, must be approved by library staff prior to use.

Patrons are required to stay for the first 30 minutes of a print job to ensure the print begins successfully. They are responsible for paying for their objects and for retrieving them once the print is complete. Items not retrieved within one week will be discarded.

Except in cases of mechanical failure, printing errors, or other factors not in a patron's control, patrons are expected to pay for completed prints and may not request a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material or other options pre-selected by the patron.

Patrons can reserve up to four hours of machine time and all prints must be completed within the allotted time. However, as the schedule allows, time may be extended based on the availability of equipment and staff.

Overnight prints will not be considered or approved.

## **SCANNER AND MEDIA CONVERSION EQUIPMENT**

Community members have access to specialized equipment for converting analog materials into digital formats. Available resources include tools for digitizing VHS tapes, audio cassettes, slides, photographs, papers, and manuscripts. This space supports the preservation of personal and community history.

Equipment in the Digital Lab, including computers, must remain in the room and may only be used for its designated purpose. Removing the equipment from the library will result in a replacement charge, and loss of privileges. Equipment should not be left unattended.

Patrons are responsible for supplying their own external storage device, such as a USB flash drive, to save any personal content or project files. All devices must be approved by library staff prior to use.

## **RESTRICTIONS**

Equipment and tools in the Digital Lab may only be used for lawful purposes. Users will not be permitted to use the library's equipment to create material that is:

- Prohibited by local, state, or federal law
- Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment. (Such use may also violate the terms of use of the manufacturer.)
- In violation of another's intellectual property rights. For example, the Digital Lab machines will not be used to reproduce material that is subject to copyright, patent or trademark protection. The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Patrons using the Digital Lab equipment are liable for any infringement.

The Library reserves the right to refuse any project request.

No food or drink is allowed in the Digital Lab.

Supervision of the use of the Digital Lab machines by Library staff does not constitute knowledge or acknowledgment of any unapparent final use of the product, and the Library specifically disclaims any knowledge thereof.

The library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal material is damaged or destroyed while using Digital Lab machines.

Except for the external storage devices mentioned above, users may not plug personal electronic equipment into Digital Lab computers.

Abuse of machines and/or scheduled lab time will result in the loss of privileges.