

Northlake Public Library District

Digital Media Policy

STATEMENT OF PURPOSE

Northlake Public Library District's digital media creation station offers the latest hardware and software technology to the community. Equipment is available to patrons on a first-come, first-served basis. Equipment is also subject to Northlake Public Library District's Internet Access Policy.

iMac, Cintiq

- A license or school id must be left at the reference desk to use digital media equipment (wireless mouse and keyboard will be kept behind the desk)
- Patron must be 14+ to use digital media equipment.
- Patrons may use the iMac for up to an hour, patrons may extend their time if no one is waiting.

3D Printing

- Price (\$.10/gram) rounded to the nearest gram. Payments must be made in cash.
- Files need to be in one of the following formats: .stl, .obj or .thing
- Please submit a maximum of 2 jobs at a time.
- Priority is given to Northlake Public Library District card holders
- Please allow 5 business days to have objects printed
- Indicate which color you prefer.
- You must clean your own rafts and supports
- We reserve the right to reject submissions based upon nature of the object (i.e. guns, offensive objects, etc...).
- These rules are subject to change based on our resources.

Submit a model for printing:

- Either drop your file(s) saved on a flash drive off at the second floor information desk or email your file(s) to askus@northlakelibrary.org.
- A staff member will review the file for printing. If any changes need to be made, you will be contacted detailing the necessary changes.
- You will be notified when objects are ready to be picked up from the second floor information desk. Items not picked up will become the property of the library after two weeks.

Name:	Phone #	Color:	Total Cost	Pick up by
			\$	