

## 3D Print by Request

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We are excited to offer 3D Print by Request service! Send us your 3D designs and get them printed in one week for pickup at the Central Library. Questions? Email Lab staff at: [weblibrary@sandiego.gov](mailto:weblibrary@sandiego.gov) or call us at 619-236-5800.

### 3D Print by Request Procedures

- Complete this 3D Print Request form (all fields are required to process your request).
- Send request form and .STL file to [weblibrary@sandiego.gov](mailto:weblibrary@sandiego.gov)
  - File name should read: Your *First\_Last Name\_Date Submitted\_Model Name.stl*  
(example: *Jane\_Doe\_1.2.20\_thebestmodelever.stl*)

### Policy

- Files will be printed in the order in which they are received.
  - 3D print model must be in .STL format.
  - Turnaround time for print requests will be at least one week, you will be notified when print is ready for pickup.
  - Prints must be picked up at the holds pick up desk (station#3) at the Central Library.
  - 3-hour print time limit per week.
  - Multi-Part Prints: Please submit separate requests for each part of your project.
  - The library staff reserves the right to refuse any 3D print request.
  - Staff cannot guarantee model quality or stability, color, nor confidentiality of designs.
- \*Note: Staff will not remove rafts and supports

**Full Name:**

**Email Address:**

**Where the 3D file was created or downloaded** (Thingiverse, Tinkercad, etc.):

**Comments (infill %, rafts, supports, print orientation, etc):**