

## 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 La Jolla/Riford Library. Questions? Email Lab staff at: [ljstaff@sandiego.gov](mailto:ljstaff@sandiego.gov) or call us at 858-552-1657.

### 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 [ljstaff@sandiego.gov](mailto:ljstaff@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 La Jolla/Riford 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, 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):**