

## 3D Print by Request @ La Jolla/Riford Library

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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

- One print per person per week.
- Multiple copies of the same file are not permitted.
- Each 3-D print file must be accompanied by a 3D Print by Request Form.
- 3-D printer model: Flash Forge Creator Pro
- 3-D Print Volume: 8.9" (227 mm) tall, 5.8" (148 mm) wide, 5.9" (150mm) deep
- Turnaround time for print requests will be at least one week. Prints must be picked up at the La Jolla/Riford Library within 2 weeks after being notified of print completion.
- Staff do not modify files, but can suggest resources for patrons to modify their files.
- Patrons can request filament colors, but colors are dependent on available supplies.
- The library staff reserves the right to refuse any 3D print request.
- Staff cannot guarantee model quality or stability, nor confidentiality of designs. 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):**