

Keene Public Library
Policy Committee Meeting
Friday December 6, 2013

Present: Kathleen Packard, Nancy Vincent, Bill Stroup

1. The meeting was called to order by Chair Kathleen Packard at 9:13am.
2. The Minutes of the February 11th meeting were presented for approval.
On a motion duly made by Bill Stroup and seconded by Kathleen Packard, it was:
Voted: to accept the February 11th Minutes – *passed unanimously*

3. Committee Meeting:

Old Business:

The committee discussed a procedure for attaining a third member to the Policy Committee.

Nancy said that she would discuss it with the President of the Board, Paul Henkel

The Chair, Kathleen, gave an update on updating the website's policy manual to match the print. She met and emailed with Jennifer Bone last March. Both were up to date and matching at that time.

New Business:

The committee discussed the creation of a 3D Printer Policy and its current use and staff concerns. It was agreed that it is important to have one in order to support the staff in the event that a question of use arises, such as what types of items are prohibited from being produced. The committee considered several "procedural" points to add to the policy and decided to address those in a future procedural section of the 3D printer policy. This section would be written by staff, after the printer has been used for several months. The committee also discussed adding a cost, but decided not to because, according to Nancy, the cost is comparable to other programs. It was discussed where the policy should be located in the manual, and it was agreed that it would be after the Internet Access Policy and would not be put under 3.000 Services of the Library. The reasoning was that it would grow over time and warrant its own section. Lastly, making an access statement was discussed. It was decided that since it is the same as other programming, it would not need to be stated outright in this policy. Nancy would check where the programming statement was listed elsewhere to make sure it was adequate to do so.

15.000 3D Printer Use Policy – Proposal

3D printers are being used for educational, workshop, and programming purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Library's 3D printers may be used only for lawful purposes. Users will not be permitted to use the Library's 3D printers to create material that is:

- a. Prohibited by local, state or federal law.**
- b. Unsafe, harmful, dangerous, poses an immediate threat to the well-being of**

others, or is otherwise inappropriate for the Library environment. (Such use may violate the terms of use of the manufacturer.)

c. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

d. The Library reserves the right to refuse any 3D print request.

On a motion duly made by Bill Stroup and seconded by Kathleen Packard, it was:

Voted: to accept the 3D Printer Use Policy – *passed unanimously*

Meeting adjourned at 9:53am.

Respectfully submitted,

Kathleen Packard
Policy Committee Chair