HANCOCK COUNTY LIBRARY SYSTEM

Library Makerspace

Request Form

I want to create: ☐ 3D Print on Ultimaker ☐ Laser Engraving on Glowforge ☐ Poster Print

☐ I have my design: ☐ URL/Web Link: _____
or ☐ File Name on digital storage: _____

☐ I need help designing my creation

Item Description: _____

Material Color (if applicable): _____

All materials and designs must be reviewed and approved by Library staff. **Staff will review the design and contact you with a price before beginning your print.** All times given are estimates. Staff will contact you when the print is completed for pickup. *Items not picked up within 3 business days become the property of the library and may be retained, transferred, or discarded.*

By signing below, I indicate that I understand the terms of the library's policies and procedures and agree to abide by them when using library equipment.

_____ _____ _____
Printed Name Signature Date

_____ _____
Contact Phone Contact Email

_____ _____
Parent/Guardian Printed Name Signature
If user is under 13 years of age

To be completed by Staff:
1) Review design file/URL or create based on description provided by user.
2) Provide patron with material cost, estimated time, and pick-up date/time before printing.
3) Contact user if there is a delay or issue with design/print.

Material Used	Size / Weight	Cost

Will pick up by _____ AM/PM on _____ (date)

Staff Initials: ***Design completed*** ☐ _____ ***Item printed*** ☐ _____ ***Design picked up*** ☐ _____