



**DOWNTOWN LIBRARY**  
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

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Date: September 12, 2022  
To: RCPL Board of Trustees  
From: Emily Tupa, Policy Committee Vice Chair  
Re: Fabrication Policy

Date: September 7, 2022  
To: Emily Tupa, Policy Committee Vice Chair  
From: Sean Minkel, Assistant Library Director  
Re: Fabrication Policy

**Motion:** Move to approve updates to the Fabrication Policy as presented.

**Background:** The fabrication policy describes the purpose and rules regarding the use of library technology such as 3D printers, laser engravers, vinyl cutters, large format printers and other tools. The equipment and services are expected to change as technology improves and patron demand and use evolves.

The primary change clarifies that the rules apply to more than just 3D printers and printing technology. For example, the laser engravers, vinyl printers/cutters, and any other technology available in the future may not be used to reproduce copyrighted, trademarked, or patented works. Additionally, it is recommended that the library sell items not picked up within 14 days, in addition to the other disposal methods listed.