

## **Printing at Library Public Computers**

Printing at Library workstations is funded through the student technology fee. Users may not provide their own paper for use in Library printers.

In accordance with ITS policies on printing see  
<http://www.uni.edu/its/us/sccs/howtouse.htm#laser>

- Users are allowed to print only **ONE** copy of a document. We do not allow printing multiple copies of a document (i.e. resumes or dissertations). Use a copy machine to duplicate copies.
- Users are allowed to print documents of 40 pages or less.

### **Printing is provided for Academic needs or purposes**

#### **Acceptable Examples:**

- Personal Writing (class projects, papers, etc.)
- Reasonable amounts of Research/Study documents (40 pages or less per document)

#### **Unacceptable Examples:**

- Research/Study documents exceeding 40 pages per document
  - Longer documents should be read online, emailed to patron, or copied to disk or flash drive where permitted
- Documents using high amounts of print toner (poorly designed documents such as one Powerpoint slide per page or negative print images)
- Multiple copies for class handouts
- Flyers, etc. for Student Organizations

#### **Suggested Alternatives**

- Read documents online
- Copy documents to your own disk or flash drive
- Use copiers, print services, and reserve desk in Library to obtain class documents

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