

Texas Woman's University

Library Policy Manual

Policy Name: Library Printing Guidelines

Policy Number: N/A

Next Review TWU: N/A

Last Library Review: May 2018

Next Library Review: May 2019

Purpose:

These guidelines are to inform TWU students, faculty and staff about library printer usage, costs, and locations.

Policy:

Although the TWU Libraries do not charge TWU students, faculty, and staff for printing, users are encouraged to only print what is needed. This saves on paper costs and helps protect our environment. Recycle when possible. Guest computers have no printing capabilities.

Library Guidelines:

1. Denton

- A copy machine is available in the vending room (1st floor). It only takes copy cards (available at the copy card machine or at the Information Desk).
- A color printer is available near the Reference Training Room (1st floor). There is a charge per page.
- Print jobs are limited per University standards and are retrieved through the GoPrint kiosks.
- Locations: 1st floor - to the right of the security desk; 2nd floor - to the left of #208; 3rd floor - near the center of the room where the computers reside.
- Library laptop print jobs go to the 2nd floor kiosk.

2. Dallas

- All print jobs go to the GoPrint kiosk located near the computers.
- A color printer is available on the 3rd floor in the Student Life Office. There is a charge per page.

3. Houston

- All print jobs go to the GoPrint kiosk located just outside of the library in the computer lab.
- A copier is available on the 4th floor.
- Color printing is not available in Houston.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 05-03-2018

Approved by Library Administrative Team 10-04-2017