Purpose: These guidelines are to inform TWU students, faculty and staff about library printer, photocopier (copier), and scanner usage, costs, and locations.

Definitions: For the purpose of this policy

**Guest users** – Community members, TexShare members, and courtesy card members; any non-TWU-affiliated library patron

**TWU community members** – current TWU faculty, students, and staff

**Users** - TWU community members and guest users -- all library patrons

Policy:

TWU Libraries encourage users to only print what is needed and recycle when possible. This saves on costs and helps protect our environment. The Libraries offer black and white and color printing for TWU community members on each campus. Print jobs have a page-limit set by the University.

Copiers are available for TWU community members at all 3 campuses. TWU community members may swipe their TWU ID to utilize pre-loaded funds to pay for copies. More information and instructions for loading funds to TWU ID’s can be found here: [https://twu.edu/id-services/twu-pioneer-card-basics/](https://twu.edu/id-services/twu-pioneer-card-basics/). On Denton’s campus users may also opt to purchase a copy card to pay for copies.

When printing, copying, or scanning users are expected to follow applicable copyright laws. Please be considerate of others’ time and usage of the copier and scanning machines, especially during peak operating hours.

Note, there may be additional costs for Library Services, please contact your campus’ library for more information regarding:

<table>
<thead>
<tr>
<th>Black and white printing</th>
<th>Free for all TWU community members</th>
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| Color printing, photocopies, printing page limits, and copy cards (Denton only) | Denton Library Information Desk - (940) 898-3701  
Dallas Library Information Desk - (214) 689-6580  
Houston ARC Information Desk - (713) 794-2048 |

TWU Libraries do not have fax capabilities. However, these services are available on each campus to TWU community members. Please contact the department listed below for more information regarding fax capabilities and cost information:

- Denton - Center for Student Development: [https://twu.edu/student-development/](https://twu.edu/student-development/)
- Dallas - Student Life office: [https://twu.edu/student-life-dallas/](https://twu.edu/student-life-dallas/)
- Houston - Computer Lab: [https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=11769](https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=11769)

**Library Guidelines**
[https://twu.edu/library/services/help/photocopying-and-printing/](https://twu.edu/library/services/help/photocopying-and-printing/)

- **Denton**
  - Printing
    - Mobile Printing– print from a personal phone, tablet, laptop, or other device. Navigate to [tinyurl.com/twuprint](http://tinyurl.com/twuprint) for instructions. Print jobs can be retrieved by going to the GoPrint kiosk near room 103. Library laptops may use this feature to print.
    - 1st floor: a GoPrint kiosk and three printers are located next to the Security Guard Station. Another GoPrint kiosk and two printers, as well as a color printer, are near Room 103.
    - 2nd floor: a GoPrint kiosk and a printer are located near the computer workstations by the rotunda.
    - 3rd floor: a GoPrint kiosk and a printer are located near the computer workstations by the rotunda.
    - Guest users and the guest terminals do not have printing capabilities.
  - Photocopying
    - A copy card may be purchased from the Information Desk, or from the machine on the first floor located next to the printers near the Security Guard’s desk. Please contact the Information Desk for pricing information, 940-898-3701.
    - 1st floor: A copier is available in the snack area.
  - Scanning
    - 1st floor: A book scanner, and a flatbed scanner are available in the area directly in front of the Security Guard’s desk.
    - 2nd floor: A flatbed scanner is available in the area adjacent to the Administration Office (Room 208) near the printers.
    - 3rd floor: Two flatbed scanners are available, one in each of the following locations:
      - at the far end of the computer Workstation area
      - [coming soon] in the Graduate Study Space (note, this scanner is only available to those granted swipe access to the Graduate Study Space)

- **Dallas**
  - Printing
    - Mobile printing is available in the Computer Lab: [https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=11768](https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=11768)
    - All print jobs go to the GoPrint kiosk located near the computers.
    - Two color printers are available, one in each of the following locations:
      - 3rd floor Student Life Office
      - 6th floor computer lab
    - For large print jobs it is suggested to visit the Computer Lab.
Photocopying
- 2 copiers are located on the north wall of the library next to the display armoire.

Scanning
- A flatbed scanner is located at the back of the south wall of the library.

- **Houston**
  
  Printing
  - Mobile Printing– print from a personal phone, tablet, laptop, or other device. Navigate to [http://printer-on.net/twu/houston](http://printer-on.net/twu/houston) for instructions. Print jobs can be retrieved by going to the GoPrint kiosk. Library laptops may use this feature to print.
  - All print jobs are sent to the GoPrint kiosk in the computer lab for Printer E.

  Photocopying
  - A copier is available in the ARC.
  - 8th floor: 1 copier is available.

  Scanning
  - A flatbed scanner is available next to the study carrels, in the corner by the windows facing out to the Medical Center.
  - Computer lab: 3 book scanners are available at the front of the lab.

**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; rev. 06-14-2019.