

Texas Woman's University
Library Policy Manual

Policy Name:	Library Printing, Photocopying, and Scanning Guidelines
Last Library Review:	June 2022
Next Library Review:	June 2023

Purpose: These guidelines are to inform TWU students, faculty and staff about library printers, copiers, and scanners.

Note: Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

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 faculty, staff, and students on each campus. Print jobs have a page-limit set by the University.

Copiers are not available in any of the 3 campus libraries.

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

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

Black and white printing	Free for all TWU faculty, staff, and students
Color printing, scanning, printing page limits	Denton Library Information Desk - (940) 898-3701 Dallas Library Information Desk - (214) 689-6580 Houston Library 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/>
- Dallas - Student Life Office: <https://twu.edu/student-life-dallas/>
- Houston - Computer Lab: <https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=11769>

Library Guidelines

<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 for instructions. Print jobs can be retrieved by going to the GoPrint kiosk near the computer area. Library laptops may use this feature to print.
 - 1st floor: a GoPrint kiosk and six printers are located near the computer area. One of these is a color printer. All print jobs are retrieved on the 1st floor.
 - Guest users and the guest terminals do not have printing capabilities.
 - Photocopying
 - Copy machines are not available in the Blagg-Huey Library.
 - Scanning
 - 1st floor: A book scanner, and a flatbed scanner are available in the area directly next to the computers.
 - 2nd floor: Scanners are not available on this floor.
 - 3rd floor: Two flatbed scanners are available, one in each of the following locations:
 - at the far end of the computer Workstation area
 - 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>
 - All print jobs go to the GoPrint kiosk located near the computers.
 - A printer is available in the Child-Friendly Study Room.
 - 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
 - Copy machines are not available at the Dallas Center Library.
 - Scanning
 - A 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> 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.
 - Color printing is available in the computer lab.
 - Photocopying
 - Copy machines are not available in the Houston Center Library.
 - 8th floor: 1 copier is available.
 - Scanning

- A 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.