

Printing & Copying in ACC Libraries

Perhaps the most valuable resource of any library are the **people** who can assist you in finding and providing the resources and information you need. Ask us! We're happy to help!

PRINTING from library pc's or library laptops:

Black and white printing on letter sized paper.

Color printing is not available. *Ask library staff about the closest vendor that offers color printing.*

Anyone may print from the computers in an ACC library using the following guidelines:

ACC Currently Enrolled Students and Currently Employed Faculty and Staff

- 15 sheets of paper per day for free
- 10 cents per sheet after the first 15

ACC Library Guests/Visitors

- 10 cents per sheet for all printing

Payment accepted in:

- Cash
- Checks are accepted for amounts over \$1.00
- If you have no means to pay immediately, you may have the materials held for two days. **Consult with staff at the Circulation Desk if you wish to do this.**

Printing Tips to save paper, time, and money:

- Check "print preview" before printing to see exactly how many pages you will be printing.
- Use portable storage such as a USB/Thumb drive to download the information you need.
- Email it to yourself instead of printing.
- Copy and paste to a Google document instead of printing (accessible from your ACC email login).
- Print multiple pages to a sheet. Depending on the document (Word, PowerPoint, pdf, etc), you may wish to choose the option to print 2, 4, 6, or 8 pages to a sheet. If using a document loaded into Blackboard, sometimes this option is not initially visible so try changing browsers. **Ask a librarian if you need assistance.**
- Only these libraries have the option to print double-sided from the Library's pc's:

<ul style="list-style-type: none">○ Cypress (CYP)○ Elgin (EGN)○ Hays (HYS)○ Highland (HLC)	<ul style="list-style-type: none">○ Northridge (NRG)○ Riverside (RVS)○ Round Rock (RRC)○ South Austin (SAC)
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PHOTOCOPYING: Self-service photocopiers are available at all ACC Libraries.

- Black and white copies - no color copying available
- 10 cents per copy
- Use coins or \$1 bills
- We have change machines at Round Rock, Pinnacle and in the food and drink area of a few other campuses so ASK US if you don't see one. To be on the safe side though, you should **bring your own change.**
- Double sided copying available but counts as 2 copies