

Huxley College Map Library Western Washington University

Large Format Scanner and Printer Policies

- I. ACCESS AND HOURS OF OPERATION
 - A. General Map Library Hours:
 - Monday through Friday 10am to 4pm
 - Monday through Friday 9am to 1pm (6 week summer quarter)
 - B. Scanning and printing will be completed when staffing is available
 - C. **MINIMUM 2 WORKING DAYS REQUIRED**
- II. USE OF SCANNER AND PRINTER
 - A. Access to the scanner and printer will be provided on a **first come, first serve basis**
 - B. Scanning and printing will be provided by Huxley Map Library Staff or designees and **only staff or staff designees are allowed** to utilize the equipment
 - C. The Map Library will not accommodate the scanning or printing of personal items
 - D. Patrons requesting scanning or printing services must complete a request form available onsite or the Huxley Map Library website.
 - E. Large format printing requests **require a printed 8.5" x 11" proof** for review and approval
 - F. Map Librarian reserves the right to refuse scanning and printing requests due to preservation concerns, copyright issues or the nature of content.
- III. SCANNING AND PRINTING FEES
 - A. Scanning:
 - WWU Patrons: \$2.00 each
 - Outside Patrons: \$5.00 each
 - B. Printing:
 - WWU Patrons: \$1.50 per square foot
 - Outside Patrons: \$2.50 per square foot
 - [Measurement rounded up to nearest square foot]
 - C. Payment:
 - 1) By check to "Huxley Map Library"
 - 2) **CASH / CREDIT CARD NOT ACCEPTED**
 - 3) Budget authorization signature and budget code
- IV. PROCESS
 - A. Submit form and payment
 - B. Copy file to hard drive (from U: Drive, flash drive, CD, etc.)
 - C. Open file and print proof for review
 - D. We will notify you by phone or email within 48 hours when the job request has been completed

* Prices, policies and procedures are subject to change by Map Library staff

