



January 4, 2008
Revised July 1, 2008
Revised Sept 12, 2008

Department of Geoscience
Printing Policy for Undergraduate, Graduate Students, Faculty and Staff

Printers/Plotters governed by this policy:

- 1- Printer in ES924
- 2- Printer in ES213
- 3- Plotter in ES 207A (Effective Sept. 1, 2008)

Purpose:

The purpose of this policy is to provide printing facility to faculty, students and staff in computer labs while generating enough revenue to break even with cost of supplies and maintenance of these printers.

Effective Date:

Effective February 1, 2008 (revised July 1, 2008), this policy is applicable to all undergraduate, graduate students, staff and faculty in the Department of Geoscience.

Policy Features:

- 1- The department maintains black and white network laser printers in both computer labs ES213 and ES924
- 2- These printers can be used by faculty, staff and students to print course related material
- 3- The department will provide a free quota of 100 free print pages to each undergraduate and graduate student per semester.
- 4- After this free quota, all undergraduate and graduate students need to buy print credits to continue printing on computer lab printers.
- 5- Department of Geoscience will charge 5 cents/page for black & white single sided prints on these printers and 10 cents /page for colour single sided prints.
- 6- The department maintains a 36" plotter in ES 207A.
 - a. There are two plotter choices:
 - i. Full colour charged at \$5.00 per linear foot
 - ii. Black and White at \$2.50 per linear foot. For black and white plotting use [\shrek\plotter-bw](#) and don't forget to choose grayscale from your

application. For editing purposes, small format printing of a poster is suggested to ensure quality at minimal cost.

- 7- Students can purchase print/plotter credits from main office (ES118), minimum \$5.00.
- 8- Graduate students should check with their supervisors to buy print credits.
- 9- Faculty can print to the plotter without adding credits to their accounts (NOTE: this policy does not apply to students). A monthly report will be generated and faculty accounts will be charged at that time.
- 10- UNDER NO CIRCUMSTANCES WILL ANYONE WORKING IN THE ABOVE FACILITIES BRING FOOD OR DRINK INTO THE ROOM. Failure to abide by this policy may result in a withdrawal of your print/plotter privileges and you may be liable for the damages caused.