

Media Services Policy on Extended Printing/Duplication Service for Students

Because of limited budget, and the inability to charge students for mass color copying and poster printing, Media Services has had to limit the quantity of color printing/copying permitted per student (this service is completely separate from the regular printing allocated within the tuition for Lab printing). Media Services has now been authorized to collect cash or check from the student for special printing requests (includes: larger quantity printing, copying, and poster printing requests). Accounting will be funneled through the Library, with monies going into the Library Fund Account, this money being returned to Media Services periodically to pay for printing/copying supplies. Checks will be made out to the *"Shippensburg University Library Fund"*.

Students will be issued a receipt for their payment. A ledger will be maintained, with money turned over to Library secretary on a weekly basis. This service will be available between 12:30pm-3:30pm, when secretary is on duty to collect payments.

CHARGES

Color Copies:	8 1/2" X 11" – for academic classroom use only	
	First 20/ job or file	n/c
	After that	\$.25/copy
	11" X 17" - for academic classroom use only	
	First 10/ job or file	n/c
	After that	\$.50/copy
	Color Copies	
	8 1/2" X 11" - for club, non-academic, mass duplication	
	Total request (all copies)	\$.25/copy
	11" X 17" - for club, non-academic, mass duplication	
	Total request (all copies)	\$.50/copy
Poster Printing	Color posters up to 40" wide by up to 6 ft	\$7.00/LN FT.
Poster Mounting	On 3/16" Foam Board (heat sensitive) 30"x 40"	\$6.00 ea
	On 3/16" Foam Board 40" X 60"	\$13.00 ea
Laminating	up to 27" wide	\$.50/ln ft
	From 27-44" wide	\$ 1.00/ ln ft
Blank DVD's		\$.50 ea
Blank CD's		\$.30 ea
Printing of Labels on DVD's or CD's		\$.20 ea