Printing Policy

Overview: Regent University Library provides printing privileges for students, faculty, staff and community patrons. This document explains the terms and guidelines set to use the printers in the University Library.

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A. Definitions.

Printing: The use of computers by students, faculty, staff and community patrons to print documents to the University Library printers.

B. Policy.

Regent University Library provides the use of printers to accommodate patrons who desire to make copies of documents.

B-1. First Floor

Public Use – The University Library has five (5) computer workstations that may be used by community patrons. Printing jobs will print at the main circulation workstation, and there will be a printing charge per page printed (see C-1).

Regent University Current Students, Faculty and Staff Use – The University Library provides thirteen (13) workstations that print to one printer that is located centrally for convenience. Regent University MyRegent ID and password is required.

B-2. Second Floor

There are three (3) computers on the second floor that print to one printer. Regent University MyRegent ID and password is required.

B-3. Third Floor

The third floor of the Library Building is occupied by the Law Library. See the Law Library circulation desk for printing information.
C. **Process/Procedure.**

C-1. Public Printing:

- Printing from the public patron computers is $.20 per page.
- Cash and checks ($1.00 and above) are accepted.
- The copies print out at the circulation desk printer.

C-2. Student Printing:

Printing from the student computers is $.05 per page. According to the IT website, [https://www.regent.edu/it/labs/labprinting.cfm](https://www.regent.edu/it/labs/labprinting.cfm),

“Each student has a printing account which is set. Each new student is given an initial $5.00 credit on their account. This allows 100 pages to be printed. The system requires that all students have a credit balance in their account before printing is allowed. After the $5.00 credit has been used, additional printing may be purchased by clicking on the “Printing Credit” icon located on each desktop. You may also purchase additional printing credit from the Business Office in ADM 134 (Va. Beach Campus) between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday. Problems that occur with printing accounts will be credited back to your account for the first print job only. Printing multiple times, with no output received, will result in only having the first print job credited to your account. To receive credit for an incomplete job, you must report the problem to the Help Desk.”

Any questions about student printing should be directed to the Information Technology Help Desk.

Additional print job monies may take up to 30 minutes to process.

D. **Contact Information.**

D-1. First and Second Floor – Community patrons should contact the Circulation Desk or a Reference Librarian 757-352-4150. Current students should contact the Information Technology Help Desk 757-352-4076.


E. **Forms.**

Comment or Suggestion Form
This policy was reviewed and approved by the university librarians on July 24th, 2012.