

Southern University Law Center

POLICY TITLE
Law Library Printing and Copying Policy

POLICY NUMBER
1-004

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| Responsible Unit: Law Library | Effective Date: 7/18/2001 |
| Responsible Official: Director of Library Services | Last Reviewed Date: 10/1/2019 |
| Policy Classification: Academic Affairs | Origination Date: 7/18/2001 |

I. POLICY PURPOSE:

To apprise SULC library users of their privileges and responsibilities in the appropriate use of computer lab printers, and photocopiers.

II. POLICY SCOPE AND AUDIENCE:

This policy applies to all SULC users and guest users who utilize library printing and photocopying services.

III. POLICY COMPLIANCE:

New and revised library policies introduced for approval after the effective date of this policy shall comply with this policy.

IV. POLICY DEFINITIONS:

Library – The Oliver B. Spellman Law Library of the Southern University Law Center.

Patrons/ Users – SULC students, faculty, and staff.

Guest Patrons/Users - SUBR students, faculty, staff and the general public who utilize SULC library resources.

Computer Lab – Room # 168 located in the rear of the library, houses library's desktop computers, printing stations and copy machines available for patron and guest patron use.

V. POLICY

Photocopy Service

Photocopiers are located on the first floor of the Law Library. Assistance is available at the Circulation & Reserve Desk. Photocopies cost \$0.06 per copy for one-sided black and white.

Law students may add money for photocopying to their SULC Identification Card via the Photocopy Add Value machine located outside the Civil Rights Room near the Circulation & Reserve Area. The Photocopy Add-Value machine will accept bills in the following denominations: \$1, \$5, \$10, or \$20.

Copy services are also available for guest patrons. Staff at the Circulation Desk or in the Computer Lab will assist guests with copying.

Report any card related problems to the Circulation & Reserve Desk.

If the photocopy machine is not working, out of paper, or paper is jammed, report the issue to the staff in the Computer Lab or at the Circulation & Reserve Desk

Illegible copies should be reported to the Circulation & Reserve Desk. Refunds will not be given but a maximum of 5 clean copies may be provided by the library staff member on duty.

A paper cutter, stapler and hole punching device are located at the Circulation & Reserve Desk.

Printing Service

Each computer in the law library is connected to a networked laser printer. Each student receives a printing account credit for 250 black/white, one-sided pages per semester, accessible via the SULC ID card.

Additional printing capacity can be purchased with a valid ID using the Printing Add-Value machine located on the table in the Main Corridor near the Federal Reading Room. This machine is different from the machine used to add photocopying credit but both machines utilize the SULC ID card.

Currently, the law library has a dedicated printer from Lexis in the computer lab which allows free printing from the online legal service. Print jobs must be sent directly to these specific printers when logged into Lexis. Any print jobs sent to the printers belonging to the law library will be charged against the student printing account. A telephone is located in the computer lab to be used to contact the Lexis representative for assistance with printing questions or questions regarding legal research.

Policy Approval:

Phebe E. Huderson-Poydras

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10/1/2019

Date