Photocopying Policy

The library offers basic photocopy services, and staff offers limited assistance. If you require additional help, staff can refer you to a commercial copy center close to campus.

- No double-sided printing.
- Only standard 8½” x 11” white paper supplied by the library is to be used.
- No refunds are given for any reason other than mechanical malfunction, e.g. unintentional multiple copies; copy size adjustments, etc.
- Students may be requested to limit the number of copies they are making when others are waiting to use the machines.

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