



April 8, 2013

Department of Geoscience  
Printing Policy for Undergraduate and Graduate Students

Printers/Plotters governed by this policy:

- 1- Printer in ES924
- 2- Printer in ES254
- 3- Plotter in ES 207A

Purpose:

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

Effective Date:

Effective May 1, 2013, this policy is applicable to all undergraduate and graduate students in the Department of Geoscience.

Policy Features:

- 1- The department maintains color network laser printers in both computer labs ES254 and ES924
- 2- These printers can be used by students to print course related material.
- 3- All undergraduate and graduate students need to buy print credits to print on computer lab printers.
- 4- Department of Geoscience will charge 5 cents/page for black & white single sided prints on these printers and 20 cents /page for colour single sided prints.
- 5- The department maintains a 44" plotter in ES 207A.
  - a. There are two plotter choices:
    - i. Full colour charged at \$2.00 per linear foot
    - ii. Black and White at \$1.00 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.
- 6- Students can purchase print/plotter credits from main office (ES118), minimum \$5.00 – non-refundable.
- 7- Graduate students should check with their supervisors to buy print credits.

- 8- Faculty and staff can print to the plotter without adding credits to their accounts (NOTE: this policy does not apply to graduate students). A quarterly report will be generated and charge back to Department overhead will occur at that time.
- 9- 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.