

## Policy on Acceptable Use Guideline for Printing

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### 1. Printing is a Privilege

The printing of citations, abstracts, and documents from online resources is a privilege that is extended to WIU students, the larger campus community, and the public. This privilege will continue as long as use is reasonable and the cost is not prohibitive.

### 2. Acceptable Use

Print only what you absolutely need. If more than one copy of any print is needed, photocopy the original. Lengthy documents tie up the printer and should be downloaded or e-mailed whenever possible. If you need assistance on how to download files or e-mail things to yourself ask a Library faculty or staff member. Any large printing that must be printed should be done so during non-peak or off hours when printer usage is at a minimum. Printers are not to be used as course/departmental printers by teachers who only put required course material online with the expectation for students to print those materials in the Library. The Library reserves the right to restrict excessive printing.

### 3. Limited University Resources

The expense of providing this service has escalated. Paper and toner are expensive. Money that the library spends on wasteful printing could be better spent on more online resources, magazines, journals, and books. This service is not really free.

### 4. Printing Etiquette

Retrieve your printed document soon after you print it. If the documents do not appear at the printer wait a minute or so; the printer may be printing another user's request before yours. If your document fails to print, ask the reference librarian to review the print process with you before you resend the print request.