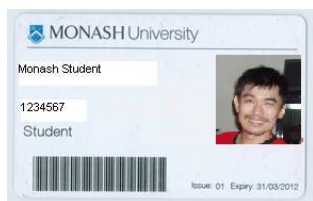


Please note: Do not print or copy black and white documents to the colour copier as you will be charged the colour rates.



Lost student ID and copy/print cards

Please ensure that you have your name on your copy/print card so that it may be returned to you if found in the library. Lost cards handed in to staff are held for one month.

Lost Monash student identity cards must be replaced by Student Service Centres (a fee is charged).

To scan to USB stick on the library photocopiers

1. Place originals on the glass. Press the SCAN button on the control panel then press FILE/USB on the touch panel. Plug in your USB stick to the USB port on the photocopier. Wait a few seconds for the photocopier to recognise the USB stick, a message showing "FOUND USB DEVICE" will appear. (Note: some USB sticks have been found to be incompatible and will not be recognised by the photocopier).
2. Press USB MEDIA to select it. Choose the settings required and file format and press OK. To complete the scan, press SCAN. If you selected MULTI pages, you will have to complete the scan by pressing JOB FINISH. Wait for the message "USB DEVICE CAN BE REMOVED".
3. Please note that scanning as well as photocopying in the library is subject to copyright law. Please go to this site www.copyright.monash.edu.au/ to familiarise yourself with copying limits.

For more information on anything in this brochure, ask staff in the library or contact the library.

Web site: www.lib.monash.edu
Telephone: +61 3 9905 5054
ask.monash: <http://ask.monash.edu>
Check frequently asked questions

Last updated: 9 March 2012

Photocopying, printing and scanning in the library

- prices and how to pay
- instructions for use

How to print and copy in the library

To print or copy, you require a Monash student identity card or a Monash library copy/print card. Reusable library copy/print cards can be purchased from the card cashier machine in the library.

To purchase a new library copy/print card

At the card cashier machine, press the "Buy Card" button, and insert \$2*. Value must then be added to the card.

To add value to your student ID or library copy/print card

Insert your student ID or copy/print card into the card cashier machine and follow the instructions displayed. You may add value up to a limit of \$300 per card*. Make sure to complete the transaction with a receipt before removing your card.

Value added onto your student ID or library copy/print card using the card cashier machine can **ONLY** be used in the library, **NOT** in the ITS or faculty computer labs. The value can also be used to pay library fines.

***Please note that card cashier machines do not provide change, and the library cannot provide refunds for unused value or lost cards. Therefore it is advisable to only top up to the minimum amount required.**

To use library printers

1. From the library computer workstation you are using, do a print preview to ensure that the document will print as expected, then send your document to print.
2. Note your workstation name on the front of the PC (eg. pen-web-29) before going to the print station.
3. From the network print station, select your workstation name. A list of all your current print jobs will be displayed. Select jobs to print. The cost of printing your document will be clearly displayed.
4. Place your student ID or copy/print card at the top of the card terminal attached to the printer. Check that your card has sufficient value for your printing needs.
5. The cost of the print job is deducted from the value on your card.

To use library photocopiers

1. Place your student ID or copy/print card at the top of the card terminal attached to the photocopier. Check that your card has sufficient value for your copying needs.
2. The cost of the copies is deducted from the value on your card. The remaining amount will be displayed by the card terminal and it can be used at a later date.
3. When you have completed copying, press the "END" button to log off.

Print/copy prices *

<u>Black & White</u>	
A4 duplex printing per sheet	23c
A4 all copying and single-sided printing per sheet	12c
A3 per side	24c
Transparency	95c
Microfiche/film	12c
<u>Colour</u>	
A4 per side	\$1.50
A3 per side	\$3
<u>Scanning</u>	
No charge but subject to copyright regulations	

(*Prices may be subject to change. All prices include GST)

Print/copy facilities

Library	B&W Copy & Print / Colour scanning	Card Cashier Machine	Colour Copy/ Print	Trans- parency	Change Machine
Sir Louis Matheson	✓	✓	✓	✓	
Hargrave-Andrew	✓	✓	✓		✓
Law	✓ No A3	✓			
Caulfield	✓	✓	✓		
Berwick	✓	✓	✓		
Peninsula	✓	✓			✓
Pharmacy	✓	✓			
Gippsland	✓	✓			