

Media Services Printing Policy

Printing in the Media Services Department at High Point University Libraries was established to help the High Point University community create and use printed materials in their class assignments, projects, and scholarly research. HPU Libraries' printing resources are provided exclusively for students, faculty and staff of HPU engaged in **academic research and/or educational pursuits**.

Available print services include:

- Poster printing
- Photo printing
- Lamination
- Dry mounting

The following additional restrictions may apply:

- Violation of United States or North Carolina State Law including copyright laws and licensing agreements is prosecutable.
- The Media & Digital Resource Librarian has the right to deny you printing services of copyrighted, graphic, or non-academic materials.
- Patrons must pay for print orders at pick up out of Passport General Funds or departmental charge number.
- Free color printing is restricted to fifty (50) copies of a document. Color printing is now located on the 2nd level of Smith Library, next to the circulation desk.*
- Large print requests for 8.5" X 11" materials and personal high quality print jobs should be sent to Marilyn Myers at the Print Shop (x9258).
- Commercial use of library printing resources by any user is prohibited. This includes but is not limited to flyers, advertisements, brochures, sales sheets, newsletters, and CD/DVD covers.
- High Point University departments must use their own printing resources. **

* Additional copies are 20¢ each.

**High Point University departmental print requests will be referred to CE Print Solutions, Inc, Sir Speedy Printing, Marketing Services, and Marilyn Myers at the Print Shop (x9258) who handle print orders for the university. This policy change has been implemented in order to maintain library resources and staff for student needs.