Charles and Gloria Jones Library

COMPUTERS, PRINTING AND PHOTOCOPYING SERVICES

Student Computers

- Twenty-four computers equipped with Microsoft Office 2013 are available for student use only in Level 1 of the Teague Learning Commons.
- Students can log into the computers using their LBC user name and password.
- Two computers are located in the entry area and are reserved for reference and OPAC use only.

Wireless Access

- Wireless access is available to students, faculty and guests. For access, please inquire at the Circulation Desk.

Printing

- Every student has been issued an automatic starting credit to print up to 500 pages per year or 250 pages for each semester ($12.50).
- To print, you must be logged on to a student computer.
- Each page printed exceeding the 250 page semester limit is charged at 5 cents per page. Additional copies will be automatically billed to your student account at the end of the semester. PaperCut provides an online detail view of your print history.
- Community patrons may use one of the two OPAC computers for research and print up to 10 pages per session.

Photocopying

- A black and white photocopying machine is available to all patrons on Level 1 of the Library.
- Photocopies are $0.10 per copy.
- Please be aware that library materials that are photocopied may be protected under copyright law (Title 17, U.S. Code).

Public scanning of documents and public faxing of documents is not available.