PUBLIC PRINTING AT

CCBC
Community College
of Beaver County

To maintain a high level of service and access, and to help the environment all at the same time, CCBC is implementing the following "pay to print" structure effective for fall 2016.

WHAT STUDENTS NEED TO KNOW

Full-time students will receive $20 worth of free prints per semester (non-transferable).

You will be charged $.05 for black and white prints and $.50 for a color prints.

Allotments will be adjusted during the semester to account for add/drop activity. Be mindful!

When printing in a classroom or computer lab, you will see an information window showing your current print allotment balance and the current number of pages. You will then have the chance to approve, send, or cancel your print job(s).

At public computers in the library or the open access lab, a pop-up window will ask for your CCBC network ID and for a name for the document in order to identify the document. The document will then be sent to a print-release station and held there for 2 hours. If no action is taken, then the print job will be deleted from the queue.

Only fully printed documents will be charged against your student allotment each semester.

Each time you print, a pop-up window will show how many pages you have printed and how many pages remain available. You can also check your balance on the College's PCounter website.

If you have a paper jam or a low toner issue, please notify a lab assistant or member of the library's staff while it is happening. They can then assist you with reprinting your job without it affecting your allotment.

Once the allotment for the current semester is exceeded you can buy additional credits for the current term at the Cashiers' Office
($.05 per credit in blocks of 100 credits = $5.00).

If you attempt to print and have already gone over your allotment without purchasing additional prints, the job will be rejected.

WHAT THE GENERAL PUBLIC NEEDS TO KNOW

CCBC's library is a member of the Beaver County Library System. At CCBC's library, printing services are available to members of the general public who hold Beaver County Library System cards.

You will be charged $.10 per page for black and white prints and $1.00 per page for color prints.

When you print, a pop-up window will appear for you to name the document. The document will then be sent to a print-release station accessible by the library's staff.

Please go to the Library's Circulation Desk, present your library card, and request that your document(s) be printed. A staff member will inform you of the cost and request payment.

Once payment has been made, the document will be released. Documents will be held in a queue for 2 hours.

If no action is taken to release the document to a printer within the 2-hour limit, then the job is deleted from the queue.

COST CHART

		CREDITS	PRINTS	VALUE AT $.05/PRINT	PRINT COST PER B&W PAGE	PRINT COST PER COLOR PAGE
ALLOTMENT PER CREDIT HOUR	1-3	3	100	$5.00	$0.05	$0.50
	4-6	6	200	$10.00	$0.05	$0.50
	7-9	9	300	$15.00	$0.05	$0.50
	10-12	12	400	$20.00	$0.05	$0.50
	>12	12	400	$20.00	$0.05	$0.50
GENERAL PUBLIC					$0.10	$1.00