

2016-2017 ACADEMIC YEAR - STUDENT PRINTING POLICIES

Printing Policy Overview

Law students will receive 250 pages of printer credit each Fall and Spring semester, and 100 pages of printer credit for the summer semester. Unused credits will roll forward to the next semester.

Additional credits may be purchased during regular I.T. Office hours, in increments of 100 pages for \$5.00 each (\$0.05/page). Refunds for misprints, or other errors are available by contacting the IT Office. See below for a more detailed explanation of policies.

Starting Balance & Scheduled Account Top-Up Amounts

New students start with **\$12.50 (250 pages)** and accounts are refilled three times each year:

Fall and Spring Semester:	\$12.50 (250 pages)	Top-up occurs <i>around</i> August 15 th & January 1 st .
Summer Semester:	\$5.00 (100 pages)	Top-up occurs the week after Commencement.

You can check your printing credit balance online at <http://lawprint.unl.edu/> using your My.UNL ID.

Adding More Print Credits To Your Account

Each page you print costs \$0.05. Once you have depleted your printing credits, you may purchase additional print credits in incremental blocks of \$5.00 (100 pages) using your N-Card.

You can visit the I.T. Office in room 170 during our regular office hours (8am to 5pm during the school year, or 8am to 4pm during summer hours) to refill your account. **Print credit refills will not be issued on nights or weekends.** Please plan accordingly.

We can only accept N-Card charges. In the event of an N-Card System Outage, we will be temporarily unable to take payments. You must have a working N-Card that allows you to charge to your account in order to add more printer credits.

Refund Policy

Printer credits cannot be returned or refunded for money. We will reimburse printing credits to your account in the event of a printer failure or other issue (low toner, fading or streaks, jammed pages, etc.). To request a refund, please send an email to Law I.T. staff to describe the printer issue that you encountered, and how many pages your document was, so that we may reimburse your account.

Color Printing

We offer **only** black-and-white printing services. Law College I.T. does **not** provide color printing to students or student organizations. Please visit the East Campus Union Copy Center for these needs.

Summer Semester Printing for Graduates

UNL deactivates your N-Card account upon graduation, and we are **unable** to add extra printing credits to your account after this occurs. You may request a case-by-case exception from the Library Director.

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Photocopying

Schmid Law Library offers a BookEye® Document Scanner for students and library patrons to make digital copies of any materials they need, at no cost. You can use the scanner to save pages to a PDF File on your flash drive, or you can email the file to yourself using the on-screen keyboard.

If you wish to save paper copies, you can scan your document and email it to yourself, then open it on your laptop and print to the Law Library Printer as you normally would.

The Library also offers one coin-operated Canon black-and-white photocopier on a per-page basis. For support regarding coin-operated copiers, please visit the Library Circulation Desk.

Uniprint and INK.

The College of Law **does not** participate in the PrintIT/INK. printing system. We **cannot** accept, refund, or exchange any funds which you have deposited to your Print.IT/INK. account.

Funds that you have previously added to your PrintIT/INK. account for use in another college or library elsewhere on UNL's campus **are not accessible** within the Law College and Law Library.

Moot Court & Space Law Moot Court

You are responsible for adding enough printing credits in order to produce any Moot Court Briefs.

When you reach the point where you need to print red and blue cover sheets, please use the library photo-copier to transfer your title page onto colored paper. YOU SHOULD NOT attempt to insert colored paper into the Law Library Printers at "just the right time," at minimum **you will interfere** with your own AND everyone else's print jobs, and you could even jam the printer.

Research Assistants

If you are printing documents for an RA project, please keep track (on your own) of how many pages you print for that purpose. When you need us to reimburse your printing credits, contact the Law I.T. staff by email with the number of pages you have printed so that we may reimburse you those credits. Once we have issued your credits, please start a new list of page counts, and repeat as needed.

If you need to print a very large document for an RA project, please email us in advance to notify us how many pages that document is, and we will issue you sufficient advance credits to print it.

Remember: Plan Ahead!

We understand that sometimes you don't know you need to print something until the last minute. We're sorry we can't offer you any night or weekend accommodation to refill your printing credits.

The N-Card payment machine must be kept in a secure area and operated only by the authorized staff members; therefore Circulation Desk Attendants **cannot help you refill your account.**

Please visit us during our regular IT office hours and *plan ahead* for those late nights and weekends!