

## Poster Printer Policy and Expectations

Poster printing is available using an EPSON Surecolor T7270, 44 inch poster printer at the Stephens Central Library's STEAM Central Makerspace.

Cost is determined by type and amount of paper and amount of ink, as determined by the LFP Print Accounting Software for EPSON. Cost cannot be finalized until a print is complete. Users will not be charged in cases of mechanical failure of the printer. However, refunds will not be given for design errors. Patrons may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, pixilation, or other design issues. The printer may not be used to print files deemed offensive as determined by STEAM Central staff.

STEAM Central is not a print shop—we do not edit, create, or design poster files. Patrons must bring files ready to print on a USB flash drive. We suggest taking a computer class on design offered at the library, using Lynda.com through the library to learn how to design, or using an online design service if you need help creating your poster.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any infringement.

### Patron Expectations

During a reservation for the Poster Printer, the following expectations are in place for all patrons:

- Images should be fully edited and ready to print. Staff will not edit your images for you.
- Ready to print images should be saved on a flash drive for ease of access.
- Be mindful of copyright law
- Pay the given price for completed prints at the Circulation Desk

### Library Staff

A STEAM Central staff member who is available to assist may help the patron in the following ways:

- Set up and operate poster printer
- Change out paper roll in the poster printer
- Replace ink in poster printer, when necessary
- Use layout manager and printer settings to print multiple poster files.
- Check the accounting software to determine the cost of each poster and add cost to the patron's account.
- Provide a rubber band to patron for rolling poster up
- Determine whether or not an error in the print job is due to staff or machine error, and waive the fee for that print job where applicable

### Questions

Please ask a STEAM Central staff member if you have any questions about equipment use, safety guidelines, or other questions appropriate to your reservation. A staff member will always answer questions to the best of their knowledge and within reason. When a staff member does not have the expertise to answer a question in a satisfactory fashion, they may provide resources for further information where possible.

A staff member is not responsible for accessing images, editing images, offering opinions or critique, nor operating equipment on behalf of the patron. The role of a STEAM Central staff member is to provide information and instructions in the care and use of the equipment.