

Policies and Procedures for Student Network Printing in the Law Library Computer Labs.

January 12, 1999
rev. November 7, 2001

Policies

1. All currently enrolled students at Cumberland School of Law are given a print account credit of 500 pages per semester for printing to the Law Library lab network printers.
2. The print account is for use with the Law Library lab's networked laser printers only. Pages printed on the LexisNexis and Westlaw dedicated printers, the Online Library Catalog printers, and Internet Station printers are not deducted from the account.
3. Students are charged \$.10 a page for each page printed over the allotted 500 pages.
4. Print credits will be granted for poor quality print outs that are the result of printer/computer malfunction, low toner, or damaged paper. (See Procedures below for details)
5. Print credits will be granted for résumé print outs, if the student supplies his/her own paper. (See Procedures below for details)
6. Print credits will be granted for printing in the labs in connection with directed research for a Cumberland School of Law faculty member. (See Procedures below for details)
7. Students are responsible for ALL pages printed from their Novell account.
8. The heads of student organizations (Law Review, Trial Journal, Trial Board, Moot Court, SBA, etc.) may make special arrangements with the Computer Services Librarian for organizational printing in the Law Library labs, so that such printing is charged to the student organization rather than to an individual student's account. (See Procedures below for details)
8. Charges for Law Library lab network laser printing will be sent to the Bursar's Office at the end of each month and added to student accounts.

Procedures:

1. Monitoring Print Account Balances

Students can monitor and keep track of their print account balance from any Law Library lab computer. Each lab computer has a "\$" icon in the system tray. The student can learn his/her balance by either double-clicking on this icon, or mousing over it. The balance will start at 500 and count down to zero. The students are not charged for these first 500 pages. Once the balance is zero, it will count backwards into negative numbers, representing the number of pages printed over 500. To determine the amount being charged to the students' account, the student can multiply the negative number by .1 and take away the negative sign. For example, if Student A has a balance of -5, he has printed a total of 505 pages for the semester. This is 5 pages over the credited 500 page limit, and his student account would be charged \$.50.

Students may also e-mail the Computer Services Librarian (glsimms@samford.edu) for a copy of their print history, which will be e-mailed back to them in plain text, WordPerfect, or Word attachment.

2. Print Job Management Instruction

New Cumberland students will be introduced to this print account system at the beginning of the Fall semester of each year, in the Lab Training Sessions.

Also, instruction on the management of student printing and on the use of the Pcounter software will be available via individual instruction (upon request), printed instruction booklets to be kept on the shelves of the Computer Resources Room (rm. 028), and lab classes (as needed).

3. Provisions for bad or poor quality print jobs.

Bad or poor quality print jobs due to printer/computer malfunction, low toner, or damaged paper can be credited back to the student's print account.

1. To do this, the student must take the poor quality print out(s) to the Circulation Desk or to the Computer Services Librarian's office. (These pages must be returned in order to receive the credit back to the print account.)
2. The student then fills out a Poor Quality Print Credit Form, which is bundled with a rubber band to the bad print out(s). This form requests the following information:
 - the userID of the student,
 - the time the job was printed,

- the name of the lab the job was printed in,
 - the number of pages printed
3. After reviewing and verifying the credit request, the Computer Services Librarian will either credit back the appropriate number of pages to the student's print account or contact the student for further information.

4. Exemption for students printing résumés , writing samples, and envelopes on their own paper

Students who print their résumés, writing samples, and envelopes on the Law Library lab network laser printers using their own paper, can have these pages credited back to their print accounts.

1. To do this, the student must show the pages to the Computer Services Librarian and fill out a Résumé Exemption Form. This form requests the following information:
 - the userID of the student,
 - the time the job was printed,
 - the name of the lab the job was printed in,
 - the number of pages printed
2. After reviewing and verifying the credit request, the Computer Services Librarian will either credit back the appropriate number of pages to the student's print account or contact the student for further information.

5. Exemption for students working on directed research who print for Cumberland School of Law faculty

Students who print in the Law Library labs in connection with directed research for a Cumberland School of Law faculty member can have those pages credited back to their student print accounts.

1. To do this, the student must fill out a Directed Research Exemption Form and have it signed by the faculty member that requested the print jobs. This form requests the following information:
 - the userID of the student
 - the time the job was printed
 - the name of the lab the job was printed in
 - the number of pages printed
 - the name and signature of the faculty member
2. After reviewing and verifying the credit request, the Computer Services Librarian will either credit back the appropriate number of pages to the student's print account or contact the student for further information.

6. Accidental Print Outs

Unwanted print outs due to user error may be excused at the discretion of the Computer Services Librarian. Typically, the pages from these errors are credited back to the student's print account, if:

- the student notifies the Computer Services Librarian of the incident
- the student is willing to learn how to prevent such an error from re-occurring

7. Student Organization Printing

It is the responsibility of the head of each student organization to contact the Computer Services Librarian in order to make special arrangements for organizational printing in the Law Library computer labs.

If a member of a student organization, which has a laser printing arrangement with the Law Library, receives a poor quality print out in the labs due to printer/computer malfunction, low toner, or damaged paper, he or she should report this to the head of his or her organization. The head of the student organization may then follow the procedure mentioned above for requesting a Poor Quality Print Credit.

8. Disputes

Any student may contact the Computer Services Librarian by appointment (251-A Beeson Law Library), phone call (726-2687), or e-mail (glsimms@samford.edu) about any disputed print outs. Each incident will be decided on a case-by-case basis.

We regret the necessity to impose these charges, but after careful analysis we have concluded that it is a necessary step to insure wise use of the Law School's resources. We appreciate your understanding and cooperation. If you have any questions or concerns, please direct them to Grace Simms.

A current copy of these policies and procedures will be posted at all times on the bulletin board above the laser printers in the Computer Resources room (028) and online at:

<http://lawlib.samford.edu/labs/ppolicy.pdf>