



## What You Need to Know About Printing

1. We use a print release management system called Cassie. The print release station is next to the main Information Desk. Print jobs are sent to this print release station as they are generated at the users' workstations. Jobs are then held at the print release station until you are ready to complete your computer session. At the print release station, you must enter your library card number to view, delete, and print your print jobs.



2. Costs for printing: 10¢ for black and white. 25¢ for color.



3. Maximum cost for any single print job: \$5.00

If your print output will cost more than \$5.00 i.e. 50 black and white pages or 20 color pages, split your document output into multiple print jobs. The print release station will only register a maximum of \$5.00 in output.



4. The print vendor accepts nickels, dimes, quarters, dollar coins, dollar bills, and five dollar bills. Change is given if necessary.



5. If you encounter difficulty with your library card, please request assistance at the Information Desk.