Printing Services Policy

Who Can Print

Anyone with an Ohio Wesleyan University network account (current faculty, staff, and students) can print from the computers in Beeghly Library and the Music Library. Visitors to campus who wish to use a library printer should seek help from a reference librarian, the music librarian, the chief or assistant chief of circulation. They will pay .10 per page for printing.

Print Credit Allotment

Each print credit equals one printed page. Each student is allotted 400 free print credits per semester. These free print credits stay in student printing accounts throughout the academic year, so students who do not use their allotted credits one semester will accumulate the extra credits. During the summer (after summer school), printing accounts will be refreshed. Credits left in printing accounts will not carry over to the fall.

Adding Print Credits

Students who would like to increase their allotted print credits may add to their accounts by purchasing credits at .05 per page. Students may add in increments of $1.00. To purchase additional credits, see a reference librarian, the music librarian, the chief or assistant chief of circulation. Please consider how much printing you will need to complete your projects and papers before purchasing additional credits; if you run out of print credits, you will not be able to print.

Printer Problems

You can request a print credit if the printout is unreadable, wrinkled or a paper jam occurs. You cannot request a print credit for non-printer errors, such as blank pages at the end of a document, jobs that you changed your mind about, printing the wrong document, or spelling mistakes. There is no print credit if you use your own paper because different paper can cause a paper jam. You must bring the flawed pages to a reference librarian, the music librarian, the chief or assistant chief of circulation to receive a print credit.

Reimbursement

There is no monetary reimbursement for unused credits. Also, print credits are not transferable to other accounts.