

Printing and Copying

Last Updated Friday, 25 September 2009

Printing:

Public printing is available from the Library's public PCs and library-owned wireless laptops. Print jobs cost \$.07 per page, and can be retrieved and paid for at the Library's MocsPrint release stations on the 1st and 2nd floors.

MocsPrint release stations accept MOCS cards (with sufficient funds available) and generic copy cards which can be purchased for \$1.00 at the card vending machine in the lobby area of the 1st floor. Users can also add money to their MOCS cards at the card vending machine in the lobby area of the 1st floor. More information about UTC's MocsPrint service is available [here](#).

Users should keep in mind that search results from the Library's online catalog and many electronic databases may be saved to personal storage (like a flash drive) or e-mailed to oneself at no charge.

Copying:

Photocopying and related services at Lupton Library (and all other campus locations) are provided by IKON.

- Self-Service Copying: Self-service copy machines are located on the 1st and 2nd floors of Lupton Library (Floor Maps). Copies cost .10 per page and can be paid with coins or cash, charged to a department with a 10-digit account number, or deducted from the Campus Points on your MOCS card. If you have questions about using the self-service copiers (e.g., reducing or enlarging copies) or are experiencing problems (e.g., paper jams, out of paper or toner), visit the Library's Copy Center, next to the Circulation Desk.

- Full-Service Copying: Full service copying is available at the Library's CopyCenter, next to the Circulation Desk on the 1st floor of Lupton Library. The Copy Center is open from 9:00am to 6:00pm, Monday through Thursday and from 9:00am to 5:00pm on Friday. Copy services start at \$0.07 plus tax, are payable in cash or charged to department with 10-digit departmental account numbers (Note: departmental charges are tax-exempt).

- Additional IKON Services:

- Faxing (both incoming and outgoing)
- Postage stamp sales
- USPS mail drop-off
- Laminating
- Colored paper copies

These services and more (e.g., folding, binding, cutting, transparencies) are also available at the main IKON facility in Room 208 of the Administration Building (423-425-4092).

Still Have Questions? Contact the Copy Center by calling (423) 425-1708 or by email

Note: All photocopying is governed by U.S. copyright law, and by national, regional, and state guidelines.