

Computers, Printing, and Other Technology

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Printers

The Library has two printers on the main floor by the Library Service Desk. You can use either one to release your print jobs regardless of where your print.

Unfortunately, color printing and wireless printing is not available in the Library.

Print Allocations

All students receive a print allocation (or free print credits) based on their classification. Any printing you do will pull from this free allocation first before any other account.

Fall and Spring semesters:

Undergraduate: \$18.75 each Fall & Spring (about 375 pages)

Graduate (non-doctoral): \$25 each Fall & Spring (about 500 pages)

Doctoral: \$50.00 each Fall & Spring (about 1,000 pages)

Summer semesters:

All students: \$5.00

When possible, print double-sided! Each page you print costs \$.05, unless you print double-sided, which only costs \$.04 per page.

Unused print allocations will roll over from fall to spring and spring to summer. All allocations reset in the fall.

Adding Print Money

Most students do not use up their free print allocation each semester. But if you do, you can add money to your Express Dollars account and printing will pull from there.

Express Dollars do not expire. Learn more at <https://kb.astate.edu/books/faqs/page/what-are-express-dollars>.

Computers

The Library has Dell computers available for student, faculty, and student use on floors 2-5. All computers have LockDown Browser and the current version of Microsoft Office installed on them. All computers are connected to the campus-wide printing system. You may release your prints from the two printers on the main floor regardless of which library computer you send the prints from.

Most computers have web cameras; however, you will need to provide your own headphones.

The Library does not have any Macs.

Public Computer Access

Members of the community aged 18 and up may use computers within the Library after they have applied and been approved for a [Community Borrower's Card](#).

There are three computers dedicated to community access: two near the Library Service Desk and the Microforms scanning computer. These computers have full access to all Library databases and online resources. Public Printing is not available. Please visit the Service Desk if you need government forms or publications printed.

Scanners

The photocopiers on the main floor (second floor) also serve as scanners and copiers.

Copiers

Students, faculty, and staff can also use the scan and copy functions on the printers on the main floor.

The library also has two free scanners on the main floor. The scanners can scan books, journals and individual items. User can scan their items and save the scan to their jump drive or send it to their email.

Public Phones

The Library does not have any public phones.

Fax Machine

The Library does not have a fax machine.