



## Copy Room Services / Room 141

Copy Machines: \$0.10 per copy  
Microforms: \$0.25 per copy  
Color Copies: \$0.25  
B & W Transparencies: \$1.00 per transparency  
Color Transparencies: \$3.00 per transparency  
Cover Bind: \$2.00  
Lamination: \$0.75 for letter size &  
\$1.00 for legal size

### Fax Service:

#### Outgoing

Domestic: \$1.00 for the first page & \$0.50 each additional page.  
Local: \$0.50 for the first page & \$0.25 each additional page.  
International: \$3.00 for the first page & \$0.50 each additional page.

#### Incoming

##### International/

Domestic: \$0.50 for the first page & \$0.25 each additional page.

### Computer Print Jobs:

B & W: \$0.10 per page  
Color: \$0.25 per page

Typewriters: \$0.25 per 30 min.

### Custom Copying

Patron retrieves material to be copied:

\$2.00 per article, up to 10 pages

Add \$1.00 per article for staff to retrieve microfilm.

Add \$2.00 per article for staff to retrieve from reference or stacks.

Add \$5.00 per hour for staff to research incomplete citation.

### USPS

For cost of mailing please contact Copy Room Services at (936) 294-1161.

We accept cash or checks only with a valid SHSU ID or TDL. At this time we are unable to accept credit cards or Bearkat One cards.

## Hours of Operation:

The office closes 30 minutes before the library.

Copy room closes 10 minutes before the library.

# Tech Shop Pricing Guide

## Poster Print Prices

A minimum of two business days notification is required for poster printing.

- **Non Photo Papers**
  - 24 inch wide prints are billed at \$3.50 per linear foot
  - 36 inch wide prints are billed at \$4.50 per linear foot
  - 42 inch wide prints are billed at \$5.00 per linear foot
- **Photo Papers**
  - 24 inch wide prints are billed at \$7.00 per linear foot
  - 36 inch wide prints are billed at \$8.00 per linear foot

- We require a minimum of 48 hours (two business days) to complete a print job. We request that any needed printing be submitted 2 days in advance so that we can complete your project without delay.
- Library help to get an item ready for printing will be a \$7.50 per hour charge (with a minimum of 1 hour charge).
- Rush printing may be requested. However, there must be no other current printing projects, they **must be paid for in advance**, and we cannot guarantee that it will be done any earlier than our standard minimum 48 hour completion time.
- We reserve the right to refuse service on late requests and rush jobs if there is no time to accommodate the project.

There is a 25% discount for all projects done for faculty/staff members and departments.

- 36" Poster Tubes - \$2.50
- 42" Poster Tubes - \$3.00

The discount for faculty/staff prints does not apply to poster tubes.

## Digital Cameras:

To have the library download pictures to CD or DVD, there will be a \$7.50 per hour charge (with a minimum of 1 hour charge), plus \$2.00 per CD or \$3.00 per DVD if you do not provide your own discs.

## Video Cameras:

- There will be a \$7.50 per hour charge (with a minimum of 1 hour charge) to save the video. If the video is to be saved/burned to a CD or DVD and you do not bring in your own disc, there will be an additional \$2.00 charge per CD or \$3.00 charge per DVD.
- If there is any editing that you would like to have accomplished, there will be a \$7.50 per hour charge (with a minimum of 1 hour charge). This can be in conjunction with the time to download the video.

## Special Projects:

Help needed on any project will be a \$7.50 per hour charge (with a minimum of 1 hour charge). If you do not provide your own discs for projects, there is an additional \$2.00 charge per CD or \$3.00 charge per DVD.

\*The library technicians' primary responsibility is to the service of the library's computer systems. Any projects not directly related to the library, including but not limited to those noted on this sheet, are of a secondary nature. However, we will work diligently to complete the requested task in a timely manner. Thank you.

**To order products or services please go to room 126 and knock on the door. To pay for products or services please go to room 141.**