

## Printing Guidelines for CLA Labs

- **10 Page Limit.** Students who are majors or are enrolled in a course in the College of Liberal Arts may print 10 pages for each print request within the limitations and restrictions of the printing guidelines. Note: Documents that exceed 10 pages in length or 1MB in size are automatically deleted by the Print Server.
- **No PowerPoint or Graphic-Heavy Printing.** Students may not print PowerPoint documents or documents that contain graphic-heavy materials. Note: if CLA students must print from PowerPoint for a course in the College of Liberal Arts, they must reduce the PowerPoint slides to six or eight slides per page, and print the content of the slides without background or other graphic-heavy materials. Please remember the 10-page limit is still in effect.
- **No Internet printing.** Students may not print excessive amounts of material from the Internet. Instead students should copy and paste the sections of the website they need to a Word document, and print the Word document. Please remember the 10-page limit is still in effect.
- **No Multiple Copies.** Students (including majors) are not permitted to print out multiple copies of a document. Print the document once, and then take document to a copy machine or the Copy Center to make additional copies. The printer is not a Xerox machine. Note: Students are encouraged to use electronic means, including those available through Blackboard, to submit multiple copies of a document to their instructor and/or classmates.
- **No Printing of Documents for Non-CLA Courses.** Students may not print out documents or materials for courses that are not part of the College of Liberal Arts. Print those documents or materials in the library or in the lab designated for that particular course. (See Lab Attendant for a complete list of the other labs and their locations at Towson University.)
- **See Lab Attendant for Print Job.** Students must see the Lab Attendant to acquire their print job, and may not pick up the print job from the printer without permission. Please be patient and be cordial. All print jobs are screened by the Lab Attendants to verify that the print job conforms to the printing guidelines. If the print job violates these printing guidelines, the Lab Attendant has instructions to destroy the print job. No exceptions.
- **Violators.** Any students caught violating these rules will be prohibited from using the labs, and may face additional disciplinary actions.
- **Questions or Concerns.** Questions and/or concerns regarding printing policy should be directed to Dr. John L. Flynn, Director, Linthicum Labs, at (410) 704-2880.