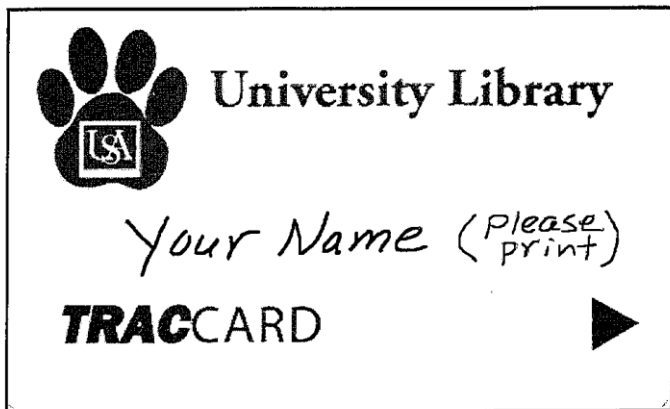


TRACCARDs



TRACCARDs are the University Library's payment system for photocopying and printing.

TRACCARDs are available for purchase at the Circulation Desk. Patrons may pay with cash, check, American Express, MasterCard, Visa, or money order.

There is a nonrefundable \$.50 charge to cover the cost of the card. These plastic cards are renewable and can be used for years. Additional value can be added to these cards at the Circulation Desk.

\$.10	Cost per copy
\$.50	Cost of Card
\$1.00	Minimum Purchase (card with 5 copies)
\$20.00	Maximum amount per card (card with 195 copies)

University Library TRACCARDs can also be used for printing and photocopying at all the Biomedical Library sites and at the USABC Library.

These cards will not work with microform printers.

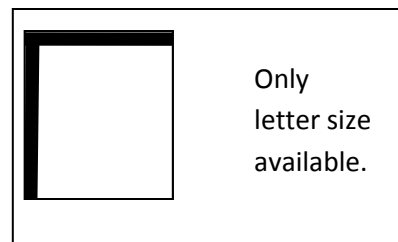
The University Library is not responsible for lost or damaged cards.

No cash refunds will be given.

USA Departments may purchase TRACCARDs for use in the University Library photocopiers and printers. Please bring a signed "Authorization to Purchase" form to the Circulation Desk in the lobby of the library.
<http://www.southalabama.edu/univlib/forms/copyprintreq.pdf>

Buy TRACCARDs at the
Circulation Desk.

PHOTOCOPYING



Insert TRACCARD here.



Press here for card return

PRINTING

1. Send the print job from one of the library's computer workstations.

Note: only ARC computer lab has software & flash drive.

*For web--use "print preview" & hit "print"

*For articles--use the database "print" tab

*For PDF--use Adobe printer icon

2. Type Username and Password (case sensitive) and hit print button.
3. Go to one of the PRINTING STATIONS in the lobby below the staircase.
4. Insert your TRACCARD.
5. Highlight your print job.
6. Type in your Password. (case sensitive)

One hour MAX

Print jobs deleted after 1 hour.

20 pages MAX at one time

Split into multiple print jobs.

Letter size paper only

Only 8^{1/2} x 11" available.

Don't close your work until you pick up your prints.

Back up on a flash drive or email your file to yourself