

## UALR William H. Bowen School of Law Computer Lab Printing Policy

This policy is designed to stop flagrant waste of paper by a very small number of students who abuse the printing process. Most of our students do not approach the quota established by this policy. Our policy is generous, and will not affect the majority of students who do not print wastefully.

1. The print quota only applies to the library student printers, including two in the labs, and one on each upper floor of the library. It does **not** apply to printing on the Lexis, Westlaw, clinic, law review or moot court printers.
2. Your print account will start with a balance of 500 sheets the first day of class of each semester for which you are registered.
3. Each print job will have a free banner page at the beginning. This banner page will report your name, the number of pages printed in that job, and the balance in your account.
4. There will be a \$ icon in the lower right column of your screen *when you are using a computer in the lab*. You can click on this icon to determine your remaining print quota.
5. Duplex printing is available in the labs and on the 3d floor printer. The physical number of pieces of paper used determines print cost. Duplex printing is therefore “half price.” A four page document printed duplex will count as two pages of print quota.
6. If you print more than the 500 sheets, you will still be able to print, but **your account will go into a negative balance and you will be charged for these additional copies!** At the end of the semester, you will have to pay 10 cents per page to bring your balance to 0. You must pay this fee or your printing privilege will be revoked.
7. Law Review, Moot Court and Clinic students have unlimited copy card privileges (related to the work at hand) and can make photocopies as needed, after printing **one** copy.