

ALVIN SHERMAN LIBRARY, RESEARCH, AND INFORMATION TECHNOLOGY CENTER

Printing and Copying

General Information:

The Alvin Sherman Library uses a pay-for-print system that requires use of either an NSU ID Card for NSU students, faculty and staff, or a Ca\$h Card for public users. Printouts from the computer, photocopies, and microfiche copies are 10 cents. The card is inserted into the card reader adjacent to the printers, copiers or microfiche reader. Money is added to the card at the cash-to-card machines. Cash-to-card machines will accept \$1, \$5, \$10, and \$20 dollar bills. Change can be obtained in the form of dollar coins at a change machine on the first floor near the Connections Café. An ATM is near this machine.

Cash-to-Card Machine Locations in the Alvin Sherman Library:

First Floor

A cash-to-card machine is located in the hallway on the way to the Connections Café. This machine will accept bills to obtain a new Ca\$h Card or replenish a Ca\$h Card or an NSU ID Card. Below it is a machine that will accept change or dollar coins only to replenish a card.

Second Floor

A cash-to-card machine is located near the reference desk on the east side of the library near the computers. This machine will accept bills only to obtain a new Ca\$h Card or replenish a Ca\$h Card or an NSU ID Card. A cash-to-card machine is also located in the copy room in the extreme southwest corner of the library near the journals. This machine will accept bills only to obtain a new Ca\$h Card or replenish a Ca\$h Card or an NSU ID Card.

Third Floor

A cash-to-card machine is located in the copy room in the extreme southwest corner of the library near the HF area of the stacks. This machine will accept bills only to obtain a new Ca\$h Card or replenish a Ca\$h Card or an NSU ID Card.



NSU Students, Faculty, and Staff:

Each registered NSU full-time and part-time student will receive a credit for 750 print-copies (\$75) per academic year (July 1 through June 30) on their NSU ID Card. This credit applies only to printing from computers and is not for use with NSU copiers or the microfiche reader. Once the credit allocation has been utilized, the student will incur a fee of 10 cents per print-copy. Unused credits cannot be carried over to the following year. Cardholders can add money by depositing cash on their NSU ID Card at any of the cash-to-card machines located throughout campus including the library as well as visiting the NSU Card Office. Money added to an NSU ID Card at a cash-to-card machine can be used at the computer printers, copiers, microfiche reader, and the circulation desk for the payment of book or other fines.



Public Users:

Public patrons may obtain a green Ca\$h Card from the cash-to-card machines on each floor. A \$1 bill must be inserted into the cash-to-card machines on the second and third floors to obtain this Smart Card. A supply of blank Ca\$h Cards is also kept at the reference desk on the second floor. Coins and dollar coins can be used to obtain a Ca\$h Card only at the cash-to-card machine near the Connections Café entrance on the first floor. When received, the card will have the value of one dollar. More money can be placed on the Ca\$h Card by re-inserting the card into the machine and inserting more money. Ca\$h Cards can also be used at the copiers, microfiche reader, and the circulation desk for the payment of fines and fees.

RK 8/04