

Media Copy Room Rules and Procedures



To keep the Copy Room in working order, follow the rules:

#1 Keep it clean!

#2 Ask for help using machines (if needed).

#3 Notify library when supplies run low/out.

Copies and Lamination (Packets, singles) - 8.5x11" & 11x17"

- Fill out the service request. Make sure you give details of what you need.
- Paper clip your request to your original and put it in the basket.
- We will fill the request and email you when it is done.
- Pick it up from the center counter.
- If you have packets, please give us a day to get all of them done.

Note: If you have large quantities of copies, please bring or email us a copy. If you send it straight to the big printer, it will jam or shut down.

Vinyl and Posters

- The library is **NOT** doing vinyl and poster orders.
- Email Nichole Wong (nichole.wong@uintah.net) to order these items.

Copier and Printer Help

- If you have an error or issue with a printer, please contact Christine Labrum (Christine.Labrum@uintah.net) or Emeline Fauci (emeline.fauci@uintah.net).