



Printing and Photocopying Services

Printing

Printing services are available from any GSB computer via the purchase of a print card from the Library, during its opening hours. Patrons may collect their prints from the Library printer. The Library's printer is set as the default printer (**HPLJ_1320_LC1**).

The printer can only facilitate black and white prints. The printer can not facilitate multiple copies at a time.

Photocopying

There are two photocopying machines available on campus. One is located just outside the Student Assistance Services (SAS) department and the other is inside the Library. In order to photocopy material you must have a Venda card which can only be bought at the SAS department during its opening hours. Adding credit must also be done at the SAS department. The photocopying machines facilitate only black and white copies. Remember copies from all documents must be in keeping with the Copyright Laws of Trinidad and Tobago i.e. not more than 10% of any document should be photocopied.

For further assistance feel free to contact any member of the Library staff.