

## **Printing and Photocopying Services**

### **Printing**

Printing services are available at the Library during its opening hours. All documents to be printed must be presented to the staff on a flash drive or sent to the library's email address ([library@lokjackgsb.edu.tt](mailto:library@lokjackgsb.edu.tt)).

### **Photocopying**

There is only one photocopying machine available on campus for students which is located inside the Library. In order to photocopy material, you must present the documents to the staff who will proceed to copy the documents for you. The photocopying machine facilitates both only black and white and coloured 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.

**Payment method** - Cash only.

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