The Library

Guide to UBC Library Copying Services

Basic, self-service photocopying is available in all UBC libraries. The Irving K. Barber Learning Centre and Woodward Library offer additional copying services. Copyright restrictions apply and are posted on Library copy machines. GST is included in the cost of most copying services.

For information about copy services at UBC Okanagan Library, contact the Circulation Desk at 250.807.9107.

Copycards

Copiers that accept **coins**, as well as copycards, are located in David Lam and Music Library. The cost is 25¢ per copy.

All copiers accept **UBC Library copycards**, which are debit cards for photocopying. Basic copying with a copycard is 7¢ for black & white and 40¢ for colour (per copy, including GST).

Copycards may be purchased at Library Circulation Desks. The Irving K. Barber Learning Centre, Koerner Library and Robson Square Library sell $1, $2, $5, $10 and $20 copycards; Woodward Library sells $5, $10, $20 copycards. Higher value copycards may be purchased during full service hours only – they are not available evenings & weekends. (Please note that the cash register at the IKBLC Circulation Desk shuts down one half hour before closing time). Copycard sales at Circulation Desks in other branches vary. Most sell one or two of the following values: $1, $5, $10.

Pay with cash, cheque, departmental journal voucher, Visa, MasterCard, debit card, or Library Copy Service account*.

** For information about opening a Library Copy Service account, contact Copy Service, the Irving K. Barber Learning Centre (604.822.2854).*

Copycard vending machines, located in most libraries, sell copycards in flexible values up to $99. Vending machines also add value to existing cards. Pay with cash only. Insert a $1 coin to purchase a blank card. Then add value as desired. (IKBLC vending machines also accept 25¢ coins.) All copycard sales are subject to a $1 refundable deposit, above the value of the card. For deposit refund, return copycards to any Circulation Desk. There is no refund for unused balance.

Copy Size

Self-service copiers have 2 sizes of paper: 8.5x11 & 8.5x14. Reductions and enlargements between 25% & 400% are also possible.

Self-Service Special Copying

A UBC Library copycard is required for all self-service special copying.

Colour

Self service colour copiers are available in David Lam Library, Education Library, Law Library (main floor), The Irving K. Barber Learning Centre (Levels 2 & 3), Walter C. Koerner Library (Levels 1, 2 & 3), Music Library and Woodward Library. The cost is 40¢ per copy, including GST (8.5x11 or 11x17).

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2 Sides
All branches have a duplexing copier with a document feeder.

Engineering Copier
Located in the Map & Atlas Collection in Koerner Library (Level 2). Its roll-fed, 36" wide copies can be several yards long. It does not zoom, enlarge, or reduce. It costs 70¢ per square foot or 4 inches lineal.

Microfilm/Microfiche
Copy microfilm/fiche onto paper or onto sheets of microfiche in Koerner Library (Level 2). Cost is 22¢ per copy or fiche. Ask for help at the Journals & Microforms Desk.

Web/Word/Excel Documents
UBC Library print stations support printing these documents at 7¢ for black & white and 40¢ for colour (per page, including GST).

Please note: Word and Excel software is installed on some, but not all, library computers. For more information, ask at any library information desk.

Staff-Service Copying

Copy Services, located in The Irving K. Barber Learning Centre, does copying, including onto 8.5x11 transparencies, of library and other materials. The Circulation Desks at The Irving K. Barber Learning Centre and Woodward Library do some copying as well. Staff do not retrieve library materials for copying. Pay with cash, cheque, departmental journal voucher, Visa, MasterCard, debit card, or Library Copy Service account.

Copying
Black & white copies: 25¢ each.
Colour copies: $1.50 each (Copy Service, The Irving K. Barber Learning Centre only).

Transparencies
Black & white transparencies: 75¢ each.
Colour transparencies: $4.00 each (Copy Service, The Irving K. Barber Learning Centre only).

Please note: the Library must supply the transparencies.

All copying of **Rare Books & Special Collections, and University Archives materials** is by staff at their discretion. Schedules of copying fees may be found at **www.library.ubc.ca/spcoll/fees.html** and **www.library.ubc.ca/archives/repro.html**

Enhanced Library Services Copying
Users with Enhanced Library Services may request staff photocopying through the Library's document delivery service. See **www.library.ubc.ca/home/docdel.html** for details.

More information on UBC Library Enhanced Services for users with mobility or print disabilities at **www.library.ubc.ca/home/about/services/enhanced.html**

A wide range of copying and printing services are available on campus at CopyRight (**www.ams.ubc.ca/content.cfm?ID=57**) and The Media Group (**www.mediagroup.ubc.ca/**).