



| Libraries

APPROVED

01 October 2015

GUIDELINES ON SELF-SERVICE PRINTING

[LIB-1516-001]

Rationale

The Libraries provides access to a myriad of subscription databases and electronic books. While patrons may download the articles into their personal devices, many of them would also want to read the printed copy of the electronic resources. With this, the Libraries should provide affordable and quality printing services to its patrons. As the Libraries continuously applies the latest technologies for better user experience, the self-service printing allows patrons to print from any of the public terminals and laptops to any of the PaperCut printing stations.

These guidelines address the self-service printing of the Libraries.

Principles

1. Managed printing services through printing solutions save Libraries' supplies, time, and money.
2. Self-service printing takes library staff out of the printing process to perform more relevant tasks.

Policies

1. Self-service printing is available for use to all types of library patrons.
2. For DLSU students, faculty and staff, an activated MyLasalle (MLS) account is required to enable use of the self-service printing.
3. For non-DLSU patrons, a generic account consisting of user ID and password will be provided to them.
4. To avail of the service, library patrons are required to purchase a pre-loaded PaperCut ticket (see Appendix A - PaperCut Ticket).
5. The Libraries sells PaperCut tickets in the amount of Php30 each. Patrons may purchase several tickets at one time.



6. The Libraries charges printing fee based on the existing rates.
7. Redemption and consumption of printing credits are done online via www.dlsu.edu.ph/library
8. To increase credit balance, library patrons need to reload additional value.
9. Library patrons may opt to transfer unused printing credits to another PaperCut account at any time using the built-in Transfer feature.
10. Unused printing credits will expire upon expiration of the patron's MyLaSalle account, thirty (30) working days after permanently leaving the University. Said unused credits from an expired PaperCut ticket will automatically be donated to the One La Salle Scholarship Fund.
11. Refunds of printing credits will be issued to library patrons for printer errors only, such as paper jams, poor quality toner and streaked printouts.

Procedures

1. Redeeming values to Papercut account
 - 1.1 Purchase a PaperCut ticket from any of the following service counters: Information Desk (6/F), Information-Reference (7/F), Periodicals (9/F), Archives (10/F).
 - 1.2 Go to the library website (www.dlsu.edu.ph/library) and click on WEBPRINT (Other Services).
 - 1.3 Login to WEBPRINT using the patron's MLS account.
 - 1.4 Click the "Redeem Card" button.
 - 1.5 Enter the PaperCut number (i.e., P-xxxx-xxxx-xxxx-xxxx-xxxx) found at the center of the ticket.
 - 1.6 Click the "Redeem Card" button.
 - 1.7 Check the account balance.



1.8 Click the “Logout” button to finish the process.

2. Printing using Papercut Webprint

2.1 Go to the library website and click on WEBPRINT (Other Services).

2.2 Login to WEBPRINT using the patron’s MLS account.

2.3 Check the account balance. If current balance will not accommodate the cost of printing, patrons must reload values to their Papercut account.

2.4 Click the WEBPRINT button.

2.5 Click on “Submit a job”.

2.6 Select a Printing Station (Printer).

PrintingStation 6A – 6th floor Henry Sy Sr. Hall
PrintingStation 7A – 7th floor Henry Sy Sr. Hall
Printing Station 9A – 9th floor Henry Sy Sr. Hall
Printing Station 10A – 10th floor Henry Sy Sr. Hall

2.7 Click on “2. Print Options and Account Selection” button.

2.8 Enter the number of copies.

2.9 Click on “3. Upload Documents” button.

2.10 Click on “Choose file” button.

2.11 Locate and select the file to be printed.

2.12 Click “Upload and Complete” button.

2.13 Wait for the printing process to complete. If the status is “Held in a Queue” and the cost of the printout is visible, it means that the document is ready for release/printing.



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- 2.14 Go to the selected Printing Station.
- 2.15 Login to the Print Release Station using MLS account.
- 2.16 Click on "Job Pending Release" to locate the file.
- 2.17 Click on "Print" to release the print job.
- 2.18 Click "DONE" or "Logout" on your Webprint account when finished.

These guidelines were adopted in the **Chancellor's Council Meeting** held on **01 October 2015** and is considered in effect until superseded or removed.



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APPENDIX A

PaperCut Ticket



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PaperCut Ticket

Value: Php30

P-0409-3392-5697-6580-4914

Instructions:

Redeeming values to Papercut account

1. Go to the library website (www.dlsu.edu.ph/library) and click on WEBPRINT (Other Services).
2. Login to WEBPRINT using the patron's MLS account.
3. Click the "Redeem Card" button.
4. Enter the PaperCut number found on the center of your ticket (e.g. P-0409-3392-5697-6580-4914).
5. Click the "Redeem Card" button.
6. Check the account balance.
7. Click the "Logout" button to finish the process.