

Ball State University Libraries

A Destination for Research, Learning and Friends

GIS Research and Map Collection Plotter Guidelines

Please read before requesting use of the plotter.

What users can expect from the GRMC:

- ❖ The GRMC lab is a learning lab.
- ❖ Persons looking for someone to “do the job for them” should consider a commercial outlet.
- ❖ The GRMC will attempt to teach users about the plotter printing process. All jobs sent to the plotter will require intervention by GRMC staff. This will give the staff member a chance to check printer settings to help avoid errors and unnecessary charges.

What the GRMC expects from users:

General

- ❖ Users should be patient, cooperative & willing to learn.
- ❖ Users **should not disturb the plotters in any way**. The GRMC staff must complete any setting, ink or paper changes that may be needed.

Time

- ❖ The entire plotter printing process can often **take one hour or more**.
- ❖ All print jobs sent to the plotter must be sent one hour prior to GRMC closing.
- ❖ Users may only send 1 document to the plotter at a time unless given prior permission.

Software

- ❖ The GRMC plotter supports postscript, AutoCAD, PowerPoint, JPG and PDF print files.
- ❖ All other print files are neither recommended nor supported. Users printing from other print files do so at their own risk.
- ❖ The GRMC is not responsible for color matching.

Media

- ❖ The GRMC offers three paper types: 24”, 36” and 42” 24 lb. Coated Bond
- ❖ A member of the GRMC staff must approve any alternative paper-types.
- ❖ Only GRMC staff will be able to load new paper into the plotter.

Payment

- ❖ Plotter users must be present during printing.
- ❖ Users must pay for all prints, including errors (unless cancelled during the first two inches of printing).
- ❖ Users will not be charged for printouts if the paper or ink runs out, or if there is an unforeseeable network error.
- ❖ Users will be billed via the Bursar’s office. A valid BSU ID is required.
- ❖ Charges will be based on the longest dimension (either width or height) of the poster. All prints 24” and under are \$8.00, 25”-36” are \$12.00, 37”-72” are \$16.00 and 73”-108” are \$20.00.

The GRMC reserves the right to refuse services at staff’s discretion.