



## Photocopying for Special Borrowers

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If you don't have a University of Tasmania ID Card, you can buy a reusable Copy Card for \$2.00 from the coin machines located in all libraries.

To purchase a card

- > Press black Eject button **once only** to purchase a card
- > Insert \$2 worth of coins
- > Press black Eject button to finish.
- > Card will eject.

### Three ways to add credit:

#### 1. Coins

Coin Machines are located in all libraries.

Machines accept all coins from 5 cents to \$2 coins.

(The **Library does not provide change**- however you are welcome to use EFTPOS- see below).

#### 2. EFTPOS at the Client Services Desks

No coins? You can load money onto your photocopying account using EFTPOS. Use your ATM credit, cheque or debit card at the Client Services Desk in all Libraries

#### 3. Self-service EFTPOS

Self-service EFTPOS (ATM Debit card only) is available at the Art, Clinical, Launceston Campus and Morris Miller libraries. For your convenience the self-service EFTPOS machine is located in the learning hubs. Ask us for help.

### Personal Identification Number (PIN)

Copying is PIN protected, you will need to assign a PIN to your Copy Card. You make up the pin number. Do this at any photocopier, first time you use the self serve eftpos or at the Client Services Desk.

Your PIN should be a minimum of four digits.

You will need to enter your PIN on the the card swiper terminal number pad at the start of every copying session.

If you forget your PIN or wish to change it ask at the Client Services Desk.

### Photocopying

Photocopiers handle A4 or A3 (double A4 size) paper, make same-size, enlarged, reduced and back to back copies.

### Photocopying costs

For each copy you make, the appropriate amount of credit will be automatically deducted from your account.

A4 copy: 12 cents.

A4 back-to-back copy: 24cents

A3 copy: 24 cents

Microform reader/printer copy: 36 cents

If you require assistance using our photocopying facilities please ask at the Client Services Desk.