

LRC PRINTING POLICY  
revised 1/23/08

The Language Resource Center is happy to provide printing at NO COST to language students. In order to keep printing free for all language students and language faculty, the Language Resource Center has the following policy for printing:

**Students enrolled in PLU language classes (Chinese, French, German, Greek, Latin, Norwegian, Spanish, and ESL) may print one copy of assignments for their language classes. If you need multiple copies, please print one copy only and use the copy machines on the first floor of the library to make copies.**

All print jobs must be emailed to [LRC@PLU.EDU](mailto:LRC@PLU.EDU). When you are ready to pick up your print job, please see the LRC student consultant. The student consultant on duty in the LRC will be able to access your emailed documents and print them. The student consultant reserves the right to print only those assignments that meet the criteria above.

If the student consultant on duty is on a break, please return to the LRC when the consultant is available. If you need immediate printing and a student consultant is not available, you will need to use the pay printers on the first floor of the library. To take advantage of the LRC's free printing service, be sure to plan your print jobs in advance!

Some examples of acceptable printing:

- Compositions for language classes.
- Handouts and worksheets for language classes.
- Short (1-4 pages) readings or websites for language classes.

Some examples of printing that is not acceptable:

- Entire course packets.
- Long articles or websites.
- Transcripts of movies or TV shows for "extra reading practice".
- Assignments for other classes at PLU that are NOT language classes.

Thank you for your cooperation in allowing the LRC to continue to offer printing as a FREE service for our language students! If you have any questions or concerns regarding this printing policy, please contact Dr. Bridget Yaden, Director of the LRC, at [yadenlbe@plu.edu](mailto:yadenlbe@plu.edu), 253-535-8330, Library 329.