

Wide-Format Printing

Wide-format printing is available to students, faculty, and staff through Thomas Library. Printing posters takes some time so **it is highly important that you plan ahead. This is not a walk-in service so, please read and follow all the guidelines below for sending your printing requests:**

Details

In order to maintain your document's layout we only accept PDF files. To order a poster to be printed, please use the following link to the online Wide Format Printing request form. Once you complete and submit this form, we will then review and process your request.

Request form: http://www6.wittenberg.edu/lib/audio_visual/wide_format_request.php

Please note: All wide-format requests **must be in pdf format and sent via the online request form. We will not accept requests via any other method. We are using 44" wide paper on a roll that can print up to 90" in length. Documents should be 17" x 22" or larger, up to the above limits.**

If we find errors or problems that might result in unsatisfactory results, we will contact you immediately with details and available options. Once printed and processed, you will be notified via your preferred method that your print request is ready for pick up. Posters will now be available for pick up at the library's Main Circulation Desk, during its regular semester hours, as prints will not be delivered.

Charges

Charges for the wide-format printing service are as follows:

1. Print requests from faculty and staff for **official Wittenberg University activities** will incur no charge.
2. For class work/projects, **student prints will be charged to their TigerPrint (Equitrac Express) account.** By submitting a wide-format print request, students authorize the wide-format printing staff to charge their TigerPrint account.
3. **Campus clubs and organizations will be charged and** must provide an **account number with authorization.**
4. Charges are calculated as follows: **\$1.00 per square foot** of paper used to print the document (\$3.75 per linear foot). Example: A poster's cost is determined by multiplying the dimensions 24 x 36 = 864, then dividing 864 by 144 (sq. ft.)= \$6.00
5. **All personal print requests** are at the same price as above and **must be paid in cash or check at time of pick-up.** An ID card will be required.
6. **Public printing is not available.**
7. **All requests are final** and may not be retracted after they have been printed. Disputes regarding the status of charge/no charge print requests may be resolved with the help of appropriate supervisory personnel.
8. **We can mount posters on foam board up to 24 x 36 in size.** The cost for this service to students and for personal projects is **\$6.50 per board and must be paid by cash or check.** The cost for Faculty/Staff will be charged to their departmental account. If you supply the board, there will be a \$3.00 charge for mounting adhesive film on for a 24 x 36 poster.

Turn-around Time

We strive to maintain a maximum turn-around time of 48 hours or less. However, large volume print requests may take additional time. Once the posters are printed, please allow at least two hours for drying and trimming.

For more information contact: E-mail: Wideformatprinting@wittenberg.edu or Linn Bobo lbobo@wittenberg.edu,
Phone: 937-327-7326.