BruinCard Use for Copying/Printing/Scanning

Basic Information

As of August 27, 2007, the BruinCard has replaced the UCLA Library’s previous copy card system for use with self-service copiers, printers, and scanners in campus libraries. This change is in response to requests from faculty, students, and staff; the BruinCard system is widely used on campus and has a proven track record with high customer satisfaction.

Rates for these services will also change on this date; the new rates are given below.

To Add Value To or Purchase a BruinCard

Staff at the circulation desks in the libraries listed below can provide assistance with purchasing a visitor BruinCard or adding value to a BruinCard.

UCLA Faculty, Students, and Staff
UCLA faculty, staff, and students have several options for adding value to their BruinCards:

• At the BruinCard machines in the nine libraries listed below
• Online through the BruinCard Web site at <http://www.bruincard.ucla.edu>
• At a BruinCard Center or BruinCard value transfer stations on campus
• By automatic payroll deduction (UCLA permanent employees only)

Campus Visitors
Non-UCLA users can purchase a visitor BruinCard at the BruinCard vending machines in the libraries listed below. The cost of the card is fifty-eight cents, and the machines accept cash only. **Important note: after the machine dispenses a visitor card, the purchaser must insert it into the card reader and remove it quickly to activate the card.** The cards are reusable, and value can be added to them at any library or campus BruinCard machine. Visitor BruinCards can also be used for purchases at campus locations and more than twenty businesses in Westwood, where the BruinCard is accepted. However, refunds cannot be issued for any money left on a visitor BruinCard when a user is finished.

Libraries with BruinCard Machines

• Arts Library
• Biomedical Library
• College Library
• Law Library
• Management Library
• Music Library
• Research Library
• Science and Engineering Library (Engineering and Mathematical Sciences)
• Southern Regional Library Facility

New Copy Rates

<table>
<thead>
<tr>
<th>Equipment</th>
<th>UCLA</th>
<th>Visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopiers</td>
<td>9 cents</td>
<td>16 cents</td>
</tr>
<tr>
<td>Uniprint Printers</td>
<td>11 cents</td>
<td>11 cents</td>
</tr>
<tr>
<td>Microform Reader/printers</td>
<td>15 cents</td>
<td>27 cents</td>
</tr>
<tr>
<td>KIC Scanning</td>
<td>16 cents</td>
<td>16 cents</td>
</tr>
</tbody>
</table>
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Reasons for Rate Increase
The Library’s copying, printing, and scanning services are not supported by any state funds, and the Library is required by the university to charge rates that recoup its costs. This is the first rate increase for photocopies, prints from computer workstations, and microform prints in ten years. In that time, costs for staff, equipment, and supplies have risen substantially.

The cost for each service was calculated based on the staff time, equipment, and supplies allocated to that service. The Library makes no profit from these fees. The equipment, data lines, and cardstock for the BruinCard system were purchased with a loan from the campus, which must be paid off through the proceeds from the services. The UCLA Office of Academic Planning and Budget, which must approve all fee-based services on campus, has approved the new rate structure.

Eligibility for UCLA Rate
If the campus issues someone a BruinCard as identification, he or she is entitled to the UCLA rate. If the campus does not issue a BruinCard as identification for the individual, then s/he does not receive the UCLA rate.

Eligibility for Non-UCLA Rate
All library users who are not active UCLA students, faculty, or staff will be charged the non-UCLA, or visitor, rate.

Transferring Money from an Old Copy Card to a BruinCard
Through the fall quarter 2007, take the old copy card and the BruinCard to the following locations:
- Biomedical Library administrative office: Monday-Friday 8:30 a.m. to 5 p.m.
- College Library circulation desk: call 825.7837 for hours
- Law Library circulation desk; available only through September 26: Monday-Thursday 8 a.m. to 11:30 p.m., Friday 8 a.m. to 5 p.m., Sunday 3 to 11 p.m.
- Library Reprographics (330 Powell Library): Monday-Friday 8 a.m. to 4 p.m.
- Research Library cashier window: call 825.4732 for hours

Using Copiers, Printers, or Scanners
Users must press the Done button on the card reader attached to library copiers, printers, or scanners after completing a job to close out the charges to their BruinCard accounts. The reader will also automatically time out and end the transaction after thirty seconds.

Further Assistance
UCLA or non-UCLA users can ask for assistance at the circulation desks in all campus libraries. In some cases the user may be referred to the BruinCard centers in 123 Kerckhoff Hall or 150 Sproul Hall.

August 24, 2007