

BG1 CARD



COPIERS @ University Libraries

Black and white BG1 copiers are available in the following locations:

- Jerome Library Serials Area
- Jerome Library Reserve Room
- Curriculum Resource Center
- Browne Popular Culture Library
- Center for Archival Collections
- Music Library and Sound Recording Archives

One BG1 color copier is available in the Jerome Library Reserve Room. Color copies are \$.30. Coin copiers are no longer available.

To use the BG1 Card as payment for copies, funds must be available within your BG Bucks account. Patrons can check their balance and add value at the BG1 Account Management Center, located outside the Jerome Library Reserve Room. Additional BG1 Account Management Centers are located in the Bowen-Thompson Student Union and the Rec Center.

Guest patrons may purchase a BG1 Copy Card at the BG1 Account Management Center located in the Jerome Library for \$2.00. Funds can be added via cash or credit card.

To make a copy:

Position the document on the copier before swiping card. For security reasons, after 30 seconds of inactivity the BG1 Card reader will require you to swipe your card again.

If "Reposition Original" appears on the screen, power the machine off, wait five seconds then power back on. The power button is located towards the back on the left side of the copier. Do not use the power button on the front of the machine.

Please present bad copies to the Circulation Desk. Refunds for BG1 Card machines will be processed by the BG1 Card Office.