

UOB Libraries

Printing Services

Print/Scan/Photocopy Policy

The Issam Fares Library Learning Center has 5 multifunctional black and white printers located in the open areas and in the labs. These printers allow users to scan, photocopy, and print using the computers available in the library.

Printing terms and conditions:

- An eligible UOB login username and password is a must.
- Only black and white outs are available.
- A single paper, one-sided print job is counted as one print credit.
- A single paper, double-sided print job is counted as two print credits.
- Printouts will be discarded after three hours.
- Each student is allocated a specific quota per semester (Fall-Spring-Summer)
 - **Undergraduate/Graduate 100 pages per semester.**
- Students who wish to have more than the allocated pages can purchase additional credits. This can be done by asking for a “*printing request form*” from the library IT supervisor/Lab assistant and paying at the Comptroller Office (**1,000L.L./paper, minimum of 20 papers per transaction**). Once the receipt is submitted to the University IT Department, the purchased printing quota will be added.
- Unused print credits are nonrefundable and will not roll-over into new semester. Please be careful to purchase only the necessary amount over and above the gratis 100 papers.
- Page credits for printer malfunctions (low toner, paper jam) will be refunded only when reported immediately to any library IT team member.
- Multiple printing jobs of the same files are not refunded. For any reason, if the job is not printing properly, do not print it again, instead, refer directly to the library IT team to solve the problem.

Scanning:

All UOB users are eligible to use the scan service; a USB flash drive is needed to save the scanned file(s). For assistance, please contact the library IT team.

Photocopying:

Photocopying is exclusively available for library items that are marked “Building use”. Photocopying fee is 1000L.L./paper.

COPYRIGHT NOTICE

Based on the Lebanese Copyright Law on the Protection of Literary and Artistic Property no. 75 of April 3, 1999 and amended in 2007:

Article 23. Without prejudice to the provisions of Article 24 of the law, any natural person may, for his personal and private use, copy, record or make a single copy of any work protected under this law without the authorization or consent of the copyright holder and without having to pay him any compensation, provided that the work has been legally published.
The use of a copied or reproduced copy within a certain company or at any other workplace shall not be considered as personal and private use.

Article 24. The exception provided for in the previous Article shall not apply if it is prejudicial to the other rights and interests of the copyright holder. In particular, it shall be prohibited to:

- execute an architectural work in the form of a complete or partial construction;
- copy, record or reproduce any work of which a limited number of original copies are published;
- reproduce the whole or a significant part of a book;
- record or transmit compilations of data of all kinds;
- record or copy computer programs unless the record or copy is made by the person authorized by the copyright holder to use the program and for the purpose of making a single copy for use in the case of loss or damage of the original copy.