Two weeks of printing mayhem in the Senior Library!!

Over the last few weeks many assignments have been due which, in turn, have increased the workload on our printers, resources and staff. We have appreciated the pre-print warnings from some Heads of Department, as this allowed us to stock up on stationery requirements and ensure extra staff were available at peak times.

The Senior Library doors open at 7.00am and, when assignments are due, there can be up to 30 students waiting to come in to print.

The graph below shows our peak days. On 26 April there were two History assignments and an Economics assignment due. On this day we used 8 reams of paper, sold hundreds of folders, went through countless staples and collected hundreds of dollars from print and stationery sales.

We had 2,314 visits to the Senior Library on that day: 584 before school, 232 during Periods 1 and 2, 121 at morning tea, 194 in Periods 3 and 4, and 400 at lunchtime.

Some boys who came at 7.30am to print were still waiting at 9.00am because both Library printers and the one outside Student Services stopped working. At one stage we had ten boys in line at each printer waiting for them to be fixed.
• The default printing option is double-sided but many boys forgot this and had to re-print single-sided, wasting a lot of money and time.
• Many did not know that they can transfer money from their tuckshop account to their print account.
• Many were not aware that the LC Library Colour printer defaults to Tray 1. When the tray ran out of paper, a red alert button appeared. The boys became impatient and either left to print upstairs on Level 1 or randomly pushed buttons which made the printer freeze, resulting in us needing to re-start it. Printing continued once the printer was re-started and the paper tray refilled. The last document then printed, but students often did not come back to collect their documents.

Attached are some procedures for students who print to the Senior Library, and below is a handy tip for teachers.

• Would you mind including the attached 'Printing Shortcuts' in your course OneNote for students to read before printing, or print them out for your classroom walls?
• We would also appreciate a pre-warning of assignment due dates, and a note if you send boys to the Library to print.

Preset Printing Options for Teachers

It can be useful to have a preset option for documents that you print regularly, for example a class set: 30 copies, double-sided, colour and stapled on the top left hand corner. (Note: the staple option, found in Detailed Settings: Finishing is only available on specific printers e.g. LC Staff colour).

30 copies, colour, double-sided, stapled: top left slant.

Please send us your comments and feedback and, for specific questions, contact Bernadette van den Hout. (Bernadette.vandenHout@brisbanegrammar.com)