



Ringwood Public Library

### Onsite Services

- **Exam Proctoring:** FREE. Contact librarian 3 business days in advance to schedule.
- **Northstar Digital Learning Certification Proctoring:** FREE. Make appointment.
- **Notary:** FREE. Bring identification and witnesses, if needed. By appointment only.
- **Faxing:** \$1.00 each sheet.
- **Scanning to email:** FREE. \$0.25 returned deposit.
- **Self-serve copying:** \$0.25 per sheet in black & white; \$0.50 per sheet in color.
- **Printing from public computers:** \$0.10 per sheet in black & white; \$0.50 per sheet in color.
- **Replacement Library Card:** \$1.00.
- **Poster Printing** You provide an electronic file (PDF, PNG or JPG) with photo or design.

Base rate per poster (24" edge) \$3.50

#### Additional by Paper Type (per foot, rounded up to nearest quarter foot)

Economy	\$0.50
Matte	\$1.00
Glossy	\$2.00
Moveable Adhesive	\$4.00
Clear Window Adhesive	\$3.50
Plastic Grommets (each)	\$0.75

Extra Processing: if a poster request requires extra processing, such as sizing, resolution enhancement, or other formatting, there may be an extra processing fee of \$10 per 15 minutes of labor.

There is no guarantee to the quality of the finished product. Do your best to send in the highest quality images.

Poster requests may be denied or returned to the requester with further instructions for printing preparation.

Please allow 2 full working days (M-F) for printing or a response to the print request.

Email requests to [ringwoodpl@ringwoodlibrary.org](mailto:ringwoodpl@ringwoodlibrary.org) or [caldwell@ringwoodlibrary.org](mailto:caldwell@ringwoodlibrary.org). Please include files, paper type, and size requested. (One side of the poster should be approximately 24".) Also note if you would like an estimate of cost prior to printing.