



# How to print or photocopy at State Library of Queensland

To print or photocopy at the State Library, you will need one of the following:

1. An **e-services card** (see below for how to apply for an e-services card)
2. A **copy card**
3. A **card with a magnetic strip** eg. a membership card. We do not recommend you use credit, bank or Medicare cards.

**Please note: Clients using wireless are unable to print directly to our printers.**

Change is available at the change machines located on Level 1 & 3.

## Option 1 – Add value to your e-services card

1. Go to the Copy Card Dispenser on Level 1 or 3
2. Insert your card with the magnetic strip facing down
3. Select “Add a card for copying and printing”
4. Add money to cover your copying
5. Finish and take your receipt (if required) and card by pressing the “Finish” button.

## Option 2 – Purchase a copy card

1. Go to the Copy Card Dispenser on Level 1 or 3
2. Select “Purchase a Card”
3. Add \$2 in the coin slot and wait for card to pop out of machine
4. Insert your card in the machine
5. Add extra money to cover your copying.
6. Finish and take your receipt (if required) by pressing the “Finish” button.

## How to photocopy

1. Go to photocopier
2. Swipe card in attached swipe box (barcode facing glass wall)
3. Make up a 4 to 8 digit pin you will remember easily – enter it twice, as requested
4. Make copies
5. Press “Enter” when finished to clear your account.

## How to collect your printing

Printing is available on levels 1, 2, 3 and 4

1. Go to the print release workstation
2. Move the mouse to activate
3. Swipe your card
4. Make up a 4 to 8 digit pin you will remember easily – enter it twice, as requested
5. Identify your document on the printing list and click to highlight.
6. Check you have sufficient funds to cover the number of pages (see the bottom of the screen)
7. Click on “Print” and wait for printer to warm up and print your job.

**\*Please note: your print job will remain in the print queue for 4 hours**

Ask our staff if you need help at any time.

A State Library of Queensland **e-services card** allows you to access a range of services. Any resident of Queensland can apply. To register go to [www.slq.qld.gov.au/services/ecard](http://www.slq.qld.gov.au/services/ecard) or see staff at the level 3 Information Desk.

## Need further information?

State Library of Queensland, Cultural Centre, Stanley Place, South Bank  
Information Services: 07 3840 7810  
[www.slq.qld.gov.au/services/ask](http://www.slq.qld.gov.au/services/ask)

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