

## BruinCard Use for Copying/Printing/Scanning

### Basic Information

The BruinCard operates the UCLA Library's self-service copiers, printers, and scanners in campus libraries. The BruinCard system is widely used on campus and has a proven track record with high customer satisfaction.

### To Add Value To or Purchase a BruinCard

Staff at the circulation desks in the libraries listed below can provide assistance with purchasing a visitor BruinCard or adding value to a BruinCard.

#### UCLA Faculty, Students, and Staff

UCLA faculty, staff, and students have several options for adding value to their BruinCards:

- At the BruinCard machines in the nine libraries listed below
- Online through the BruinCard Web site at <<http://www.bruincard.ucla.edu>>
- At a BruinCard Center or BruinCard value transfer stations on campus
- By automatic payroll deduction (UCLA permanent employees only)

#### Campus Visitors

Non-UCLA users can purchase a visitor BruinCard at the BruinCard vending machines in the libraries listed below. The cost of the card is fifty-eight cents, and the machines accept cash only. **Important note: after the machine dispenses a visitor card, the purchaser must insert it into the card reader and remove it quickly to activate the card.**

The cards are reusable, and value can be added to them at any library or campus BruinCard machine. Visitor BruinCards can also be used for purchases at campus locations and more than twenty businesses in Westwood, where the BruinCard is accepted. However, refunds cannot be issued for any money left on a visitor BruinCard when a user is finished.

### To Purchase a BruinCard with Campus Funds

Cards can be purchased with campus funds through the BruinCard centers in 123 Kerckhoff Hall. Purchasers must fill out the Library BruinCard Copy Card Authorization Form, which is available at <[http://www2.library.ucla.edu/pdf/BruinCard\\_dept\\_recharge\\_form.pdf](http://www2.library.ucla.edu/pdf/BruinCard_dept_recharge_form.pdf)>. Cards purchased with campus funds can be used for copying, printing, and scanning only.

### Libraries with BruinCard Machines

- Arts Library
- Biomedical Library
- College Library
- Law Library
- Management Library
- Music Library
- Research Library
- Science and Engineering Library (Engineering and Mathematical Sciences)
- Southern Regional Library Facility

### Self-Service Rates

The rates shown are per exposure or page and include sales tax.

<u>Equipment</u>	<u>UCLA</u>	<u>Visitor</u>
Black-and-white photocopiers	9 cents	16 cents
Color photocopiers	\$1	\$1
Printers	11 cents	11 cents
Microform reader/printers	15 cents	27 cents
Scanning	16 cents	16 cents

### Eligibility for UCLA Rate and for Non-UCLA Rate

If the campus issues someone a BruinCard as identification, he or she is entitled to the UCLA rate. If the campus does not issue a BruinCard as identification for the individual, then s/he does not receive the UCLA rate.

All library users who are *not* active UCLA students, faculty, or staff will be charged the non-UCLA, or visitor, rate.

### Using Copiers, Printers, or Scanners

Users must press the **Done** button on the card reader attached to library copiers, printers, or scanners after completing a job to close out the charges to their BruinCard accounts. The reader will also automatically time out and end the transaction after thirty seconds.

### Further Assistance

Library-related problems with BruinCards should be reported to the Office of Reprographic Services by telephone at 310.825.9905 or by email to department head Barbara Rivers at <brivers@library.ucla.edu>. The message should include the problem and location, BruinCard ID number, and a daytime contact number. A response will be sent as soon as possible during normal business hours, Monday through Friday from 8 a.m. to 4:30 p.m.