How to Print

1. At an Internet computer, log in with your library card or Internet user number and password. Open your document and select print.

2. Go to a Print Station computer and log on with your library card or Internet user number and password. Select your print job from the queue.

3. When you click print, a pop-up will appear. Select OK to charge your print costs to your prepaid credit on your library account. If you do not have prepaid credit on your account, you can charge up to $2.00 worth of printing. This will show as a fine on your library account.

4. Pick up your print job from the printer near the Print Station computer.

Paying for Printing

Black & White Copies or Prints:
Single-sided: $0.15 per page
Double-sided: $0.30 per page

Color Copies:
Single-sided: $0.50 per page
Double-sided: $1.00 per page

- You can add money to your library account using cash or a debit/credit card at the Customer Service Desk. You can also add credit using a debit/credit card at www.grpl.org and selecting "My Account." Click the "Pay Online" button to add credit.

- As a courtesy, you can charge up to $2.00 (13 black and white or 4 color pages) to your library account. This will appear as a fine on your card. Once you are at or near $2.00, you will need to pay the fine at the Customer Service desk to charge more to your card.

- If you print at the library often or if you have a large print job, prepaying for credit on your account is the easiest and fastest way to print.

- You are responsible for all the printing costs on your account. If you have fines over $10.00 on your library account, you will not be able to check out material.