



Large Format Printing Policy

The Brimfield Public Library District, as part of its mission, provides community access to various technologies such as large format printing. The Large Format Printing Policy establishes the guidelines, approved by the Brimfield Public Library District Board of Trustees, for patrons to utilize the printer.

Use of the Printer

Library users, regardless of their library district, are welcome to request large format prints. Requests will only be accepted from library users in good standing with the Brimfield Public Library District and/or their home library. To protect the equipment, the large format printer is operated by Library staff only.

Patrons may print any file for education, research, or personal hobbies. The printing service is non-commercial and print requests for large numbers of identical prints will not be accepted.

The Library's large format printer may be used only for lawful purposes. The Library reserves the right to refuse to print any file. All print requests must comply with Library policies. Patrons will not be permitted to print any files that are:

- Prohibited by local, state, or federal law.
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- In violation of the Library's Anti-Harassment, Anti-Discrimination, and other policies.

Acceptable file types include:

- JPEG
- PNG
- PDF

Design Responsibility

Patrons are responsible for their requested file. Library Staff will not edit, proofread, or resize submitted files. The Library is not responsible for the clarity, quality, or margins of images that are scaled up from a smaller size.

When printing images at large sizes, achieving a clear print can be more complicated than when printing small images. Images downloaded from social media sites like Facebook or Twitter, for example, have been downsized for those services. They will not print as clearly as the original photos. Patrons can use free browser-based software like Canva or Inkscape to create a file in the correct dimensions. The maximum width for prints is 36" or 10,800 pixels.

Pricing and Payment

Charges for printing on the large format printer are based on the linear foot of output material. Before printing, staff will send an estimated print cost. The Library accepts cash or check for payment. If you are a Brimfield Public Library District cardholder, we can accept payment by credit or debit card. Large quantities of prints may require prepayment. Payment must be completed before the prints are released. No refunds will be given for issues such as misspellings, pixelated images, or wrong sizing of the document.

After Your Poster is Printed

Please allow at least one week for your item to be printed. Items may take longer than one week depending on the number of requests received and any equipment related delays.

Staff will contact you by email or phone when your print is ready for pick-up. Print jobs will be discarded after 30 days if not picked up. Patrons are still responsible for payment for an item even if the print(s) are not picked up within the thirty-day window.