

## Papercut Account Policies

### Account Eligibility:

- Existing patrons with borrowing privileges
  - **Free** accounts (covered in tuition costs)
    - G-ETS and Bexley-Seabury Students, Staff, and Faculty
  - **\$5.00**
    - Northwestern Students, Staff, Faculty
    - Alumni Borrowers
    - ACTS Borrowers
    - Local Borrowers
- Guests
  - Use a Guest Account
    - Add money to an existing Guest Account
    - Unused balances will be refunded when card is returned
  - Purchase an account & microchip
    - For **\$5.00**, frequent guest printers can purchase a guest account

### Microchips:

- Comes with account setup. (See above for pricing)
- Should be placed on the back of ID cards (over the small magnetic stripe)
- May be placed on another piece of personal property at the patrons own risk
  - **\$5.00 replacement cost if lost**

### User Name & Password:

- Purpose
  - Access account funds directly at equipment in the absence of the microchip
  - Send print jobs to the equipment (cannot be sent without this information)
  - Manage account online, track usage, display available funds and environmental impact information
- Resetting user name & password
  - Defaults for current students & staff
    - Accounts have been created with the following default settings:
      - User name: **'firstname.lastname'** –this is usually the beginning of the Garrett email address
      - Password: **Welcome-1**
  - A circulation desk worker can assist in changing passwords

## **Funds on Account**

- Patrons must add funds to their accounts in order to make copies or to print. Payments must be made by cash or check at the circulation desk.
- Upon separation from the institution, either by graduation or for other reasons, a patron may request in person at the circulation desk a refund of the funds remaining on their PaperCut account. All requests for refunds by graduating students must be made by May 31st of the year of graduation. All others must request a refund within 30 days of the date of separation.