

Copying, printing, and scanning at the library

Copying services

Self-service photocopiers are available in three libraries :

Arsenal library

Level 0 et second floor

Garrigou

BU Manufacture des Tabacs

Level 0, Building H

What you can do



Print a document from :

- a computer at the library
- a USB flash drive (*JPEG or PDF formats only*)

Print via cloud printing from :



- your personal laptop
- your smartphone

Create your account at cloud.corep.fr



Photocopy



Scanner

Scan your documents to a USB drive in JPEG or PDF format

Tips



Check your balance before printing
Write your name on the card
(if you forget, the library may call you)



Eject the USB drive before removing it
USB drives are available for daily loan
at the front desk

Payment methods

The IZLY account
(via student ID)



Top-up: online at izly.fr
or via the mobile app

COREP card



Purchase/Top-up by credit card :
at the kiosks located in the copy rooms



Pricing

0,06 €

1 copy/1 print = 1 unit
black and white

0,25 €

Color copy = 4 units

0,12 €

A3 copy or double-sided = 2 units

First purchase

Purchase of a new card + 16 copies = **2€**
(including a 1€ deposit)

Recharge

16 copies = **1€**

Volume discount based on
the number of units purchased
(with the Corep card)

Students with disabilities

Photocopies are **free (up to 30 copies)** upon presentation of a referral from the UT Capitole Disability Office or the Student Health Service (SSE).

For larger quantities, please contact the Disability Office directly : handicap@ut-capitole.fr

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Need help ?



Librarians are available to assist you.
Feel free to ask for help at the reception desk.
Tutorials on printers and photocopiers are also available