

Poster Printer Policy

Clark Public Library is proud to announce the addition of a Canon eColor+ poster printer to its technology lineup.

Poster Printer Details

- Posters may be printed up either in 18" x 24" and 24" x 36", matte or glossy.
- The poster printer is optimized for large formats and cannot print smaller than 18 X 24.
- Please resize or edit your photo before coming in to print.
- All copyright laws are to be followed. If you are not the creator of the image or if the image is not copyright free, you must not resell it or use it for financial gain.
- Accepted Formats: JPEG & PDF files. The original file size will affect print quality. Save images/files in as large a format as possible.
- Please fill out our Google form here, insert link, to schedule a printout.
- The library can scan old photos but you must make an appointment through our Google form as well.
- New Jersey nonprofits are eligible to receive a \$2 discount per page. Please speak with staff for details.
- Print jobs are typically fulfilled within 2-4 business days.

For more information please read our FAQs:

What poster sizes are available?

The poster printer can accommodate 18" x 24" and 24" x 36" documents. Portrait and landscape orientations are both acceptable.

What type of paper is available?

Posters may be printed on matte or glossy paper.

What types of documents can be printed?

Files must be in PDF, JPG, or PNG format. Other file types must be converted to one of these formats prior to requesting your print job. Please make sure your document is ready for printing when you send it to us. The library staff is not responsible for typos or other content errors.

How much is printing?

- Matte: 18" x 24": \$7/page Glossy: 18" x 24": \$14/page
- Matte: 24" x 36": \$10/page Glossy: 24" x 36": \$18/page

New Jersey nonprofit organizations are eligible to receive a \$1 discount per page. Please mention your affiliation to library staff if your organization qualifies.

New Jersey Public Libraries and Clark Nonprofits get a \$2 discount per page. Please mention your affiliation to library staff if your organization qualifies.

What types of payment are accepted?

Prints must be paid for in cash or by check made payable to Clark Public Library. If your total is over \$10 then you may pay with a card. Payment is due when you come to pick up your prints.

How do I print?

All printing is conducted by library staff. To request a print job, please fill out our Google form here, <https://forms.gle/ydvdhGWMf4wWpZVh6>, to schedule a printout.

How long does printing take?

Print jobs are typically fulfilled within 2-4 business days from the time you submit your order form. We will contact you when your job is ready, as well as let you know the final cost.

Does the library offer design or retouching services?

No. Your poster must be print-ready when you send it to us.