Printing at the Boston Athenæum

**Printing Process:**

- Print a document as you normally would. **If you want double-sided, be sure to select that under PROPERTIES.** (Only black & white, no color copies.)

- You will then receive the following message:

  ![Print Job Notification](image)

  - Verify the number of **Pages** and the **Cost** of the print job.
  - If you would like to continue, click **Print**; otherwise click **Cancel**.
  - If you decided to **Print**, note the computer's name displayed on its front panel.
  - At your convenience, go to the Circulation Desk.  
    *Note: print jobs must be picked up the same day they are submitted.*
  - Request your pages by supplying the computer name as this will enable the Circulation Staff to quickly determine which job is yours.
  - Pay for your pages, and the Circulation Staff will print out the job.

**New Prices:**

- **10¢** per single page
- **5¢** per side for double-sided pages

**Examples:**

- 1 single page = 10¢
- 2 single-sided pages = 20¢
- 3 single-sided pages = 30¢
- 1 page double-sided = 10¢
- 2 pages double-sided = 10¢
- 3 pages double-sided = 15¢