The Language Resource Center is happy to provide printing at NO COST to language students, both in the LRC main location (Library 331) as well as in our Hong Satellite (Hong International Hall, first floor). In order to keep printing free for all language students and language faculty, the Language Resource Center has the following policy for printing:

**Students enrolled in PLU language classes (Chinese, French, German, Greek, Latin, Norwegian, and Spanish) may print one copy of assignments for their language classes. If you need multiple copies, please print one copy only and use the copy machines in the library to make copies.**

Some examples of acceptable printing:
- Compositions for language classes / language capstones
- Handouts and worksheets for language classes
- Short (1-4 pages) readings or websites for language classes

Some examples of printing that is not acceptable:
- Entire course packets
- Long articles or websites
- Transcripts of movies or TV shows for “extra reading practice”
- Printing for other classes at PLU that are NOT language classes

**LRC:** In the LRC main location, all print jobs should be emailed to lrc@plu.edu or can be delivered to the student consultant on-duty via a jump drive or disk. When you are ready to print, please see the LRC student consultant. The consultant will be able to access your documents and print them. The student consultant reserves the right to print only those assignments that meet the criteria above.

**HONG:** In the LRC Hong Satellite, all print jobs should meet the criteria above. Please see the R.A. on-duty at the Hong main desk for paper.

Thank you for your cooperation in allowing the LRC to continue to offer printing as a FREE service for our language students! If you have any questions or concerns regarding this printing policy, please contact Dr. Bridget Yaden, Director of the LRC, at byaden@plu.edu, 253-535-8330, Library 329.