Print, copy & scan

Printing, copying and scanning are available for a small fee. The maximum print amount per job is $10. Print from your phone/laptops, or one of the library's public computers.

Please note that printing, copying, scanning, and faxing services are only available until 10 minutes before the library closes.

The print stations do not give receipts. If you need a receipt please pre-pay at the Welcome desk, and then bring your receipt to the printer so that staff can release your print job.

Need help? Staff are available to help troubleshoot on every floor.

View library floor plan(1 MB)

Paying for printing & photocopying

The print/copy system takes coin payment, as well as debit/credit tap. It does not accept bills.

Print & copy prices	
Black & white, 1-sided (any size)	25¢
Black & white, 2-sided (any size)	50¢
Colour, 1-sided (any size)	50¢

Print & copy prices	
Colour, 2-sided (any size)	$1
Fax (local calls)	$1 + tax, per page
Fax (long-distance calls)	$2 + tax, per page

Debit/Credit Tap

The machines use a 120 pre-authorization charge for all printing and photocopying. Similar to a gas station, when you use your card, a $10 pre-authorization will be held on your card until the transaction clears (see below). However, the amount actually charged will only be the cost of your print job.

Transactions will show as being from “SH Vending”.

Clearing pre-authorization charges:

- Debit transactions usually clear within a few minutes.
- Credit card transactions can take up to three days to clear.

Job over $10? No coin/tap? Need a receipt? Please pre-pay at the Welcome desk. Then bring your receipt to the printer and staff can release your print job.

I want to print from the library's computer

Printing is available from all public computers. Send your print job from the computer, and then pay and pick up at the second and third floor staff desks. The pay station accepts coins, and credit/debit cards with tap

Any size (8.5x11", 8.5x14", 11x17"):

Black & white

- 1-sided: 25¢
- 2-sided: 50¢

Colour

- 1-sided: 50¢
- 2-sided: $1

Need help with printing?

I want to print from my own device

You can wirelessly print from your own device by sending your print jobs to the Library's print system. All wireless print jobs are sent to the second and third floor print stations. Wireless print jobs expire after 24 hours for your privacy, so make sure you pick up your print job the same day you send it!

- Black and white printing is 25¢ per page for 1-sided / 50¢ per page for 2-sided
- Colour printing is 50¢ per page for 1-sided / $1 per page for 2-sided

Note that not all file types are compatible with our mobile printing system. Common compatible file types are PDFs; Microsoft Office documents; JPEG and PNG images. Files created with Pages, Numbers and Keynote for Apple devices are not compatible.

Print files saved to your device

To print items saved to your laptop or stored in your mobile device's files, you can upload your document directly into the form on this website to be added to the library's print queue: https://www.print.princh.com/?pid=107411.

Upload files to print

To release your print job

1. Log in to one of the print stations with your email address
2. Select your print job
3. Pay with coins, debit or credit card

I want to photocopy

Photocopying is available at the second and third floor staff desks. The pay station accepts coins, credit cards and debit cards.

Any size (8.5x11'', 8.5x14'', 11x17'')

Black & white

1-sided: 25¢

2-sided: 50¢

Colour

1-sided: 50¢

2-sided: $1

Need help photocopying?

I want to scan a document or photo

You can scan directly to your email from the library's photocopiers, or scan to a USB stick from the flatbed scanner. If you are scanning photos we recommend using the flatbed scanner for better controls and quality.

Scan at the photocopiers if…

- You have an email address that can receive the file(s);
- You have a multi-page document with less than 25 pages;
- You are only scanning 1 or 2 jobs (the photocopiers are in high demand!);
- You are scanning double-sided ID.

The photocopiers are located on the second and third floors.

Need help with scanning at the photocopiers?

Scan using the Epson flatbed scanner if...

- You don’t have an email address;
- Your scan is larger than 25 pages;
- You are scanning a large number of jobs;
- Your scans require manual input and can’t go through a document feeder.

The flatbed scanner is located on the third floor and is available for 1-hour bookings. You will need to log in with a library card or guest pass. If you need a USB stick they are available for sale at the Welcome Desk for $10.

Need help with the flatbed scanner?

I want to scan microform newspaper archives

The microform scanner is available for viewing the newspaper archives. It is located on the third floor, is free to use, and can be booked for up to one hour at a time. The microform scanner allows you to save your screen captures to USB, print to library printers or email the files. They can be saved in .jpg or .pdf format.

The library's microform collection offers North Shore newspapers on microfilm and microfiche dating back to 1905. Please ask for assistance in accessing the microform cabinet.

Available newspaper archives

- The Express (North Shore) — 1905-1912
- North Shore Press — 1913-1951
- North Shore Times — 1926
- North Shore Review — 1952-1957
- North Vancouver District News — 1954-1957
- The Citizen (North Shore) — 1958-1980
- North Shore Shopper — 1970-1975
- North Shore News — 1976-present. (1976 – 2000 is also available in the North Shore Digital Libraries archive)

Need help with microform scanning?

I want to send a fax

Visit the Welcome Desk to send a fax. Customers should have a City Library card. Registration is free.

We fax 1-sided pages, only. You can convert all 2-sided pages at the copy stations on the second or third floor. You must fill out and sign the library's fax cover page. You will not be charged for the transmission of this page.

You must be present during your fax transmission until the OK/Fail confirmation page is printed out.

We accept payment by cash or credit/debit cards.

Faxing costs

- Local calls: $1 + tax per page

- Long–distance calls: $2 + tax per page