

Friendswood Library Poster Printing Policy

Poster printing is a service offered at Friendswood Library. The printing process is managed by a staff member at the Reference Desk and is subject to said staff member's availability as well as printing equipment/material availability. While we make every effort to print poster requests in a timely manner, the library cannot guarantee same-day printing.

1. Cost and Payment

- The cost for poster printing is \$.01 per square inch. (width in inches x length in inches x .01)
- Payment methods accepted include cash or check.

2. Patron Responsibilities

- Provide a high-quality PDF of the image you would like to print (canva.com is a good resource for preparing images that can be downloaded in PDF format). The library does not provide design assistance.
- Submit your print request with the PDF attached via email to reflib@friendswood.com and include dimensions in inches you would like the final print size to be (maximum width up to 42 inches; maximum length up to 60 inches).
- Ensure that the dimensions requested match the dimensions of the PDF provided.
- Payment is due upon receipt of completed poster printing.

3. Library Responsibilities

- A Reference Desk staff member will reply to poster print requests in the order they are received.
- An estimated cost and completion time will be provided prior to printing.
- When the poster print is completed, another email will be sent to confirm that the poster is ready for pick-up.

4. Usage Limitations

- The library is not set up to handle batch or commercial orders. While there is no strict limit, the poster printing service is intended for small, individual projects. Large requests may be adjusted or declined to ensure fair access for all patrons.