

## Research Poster Printing – Isché Library

Research poster printing is a service provided by the Isché Library but funded by the Graduate School. Poster printing is only available for faculty, staff, and students of LSUHSC-NO.

### Policy:

- All posters submitted to the library staff to be printed on the poster-printer located in the library must be the final draft, include measurements, and have a maximum height of 59 inches. Please note that the library staff is not responsible for proofreading posters or for any style or content errors.
- All posters must be submitted directly to the Isché Library ([icirc@lsuhsc.edu](mailto:icirc@lsuhsc.edu)) three business days before requested pick-up time. Posters may only be picked up during Library operating hours. Submitters must approve, in person, at the library, an 11X17 proof (supplied by the Library) before printing will begin. During periods of high demand, for instance, Graduate Research Day, it is suggested that posters be submitted 4-5 days in advance.
- Only authorized personnel are allowed to operate the poster-printer. The printer will only be operated from within the Library; remote access by anyone to the printer is not allowed.
- Students and faculty are limited to one printed academic poster free-of-charge and one reprint if revisions are needed. There will be a \$50.00 fee for any additional posters printed because of more revisions or damage after pick-up from the Library.

### How to Submit:

1. Email poster (with dimensions) to the Isché Library ([icirc@lsuhsc.edu](mailto:icirc@lsuhsc.edu)).
2. The Library will reply with a proof to be checked and approved.
3. The Library will send an email when the poster is finished and ready for pickup.

### Templates

(forthcoming)