

PCAS How to ... Print electronic Legal Deposit material



To print articles that are held as electronic Legal Deposit (eLD) you need to have a PCAS (Printing, Copying and Scanning) account. PCAS accounts are system-generated and use the same authentication login used to access Bodleian wireless and PCs in Bodleian Libraries. To add credit to your account please go to <https://www.oxforduniversityshops.co.uk/pcas>

Electronic Legal Deposit items can only be viewed on a Bodleian Libraries' computer; they are distinguishable from other electronic items on SOLO through the red dot:

● **Electronic Legal Deposit item – available via Bodleian Libraries reading room PCs only**

To view an eLD article click on the above link.

I declare that

- I will not use the copy except for the purposes of research for non-commercial purpose, private study, criticism or review or reporting current events, parliamentary or judicial proceedings, or a Royal Commission or statutory inquiry.
- In relation to a copy of relevant material required for the purposes of non-commercial research or private study:
 - I have not previously been supplied with a copy of the same material by you or another deposit library; and
 - To the best of my knowledge, no person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

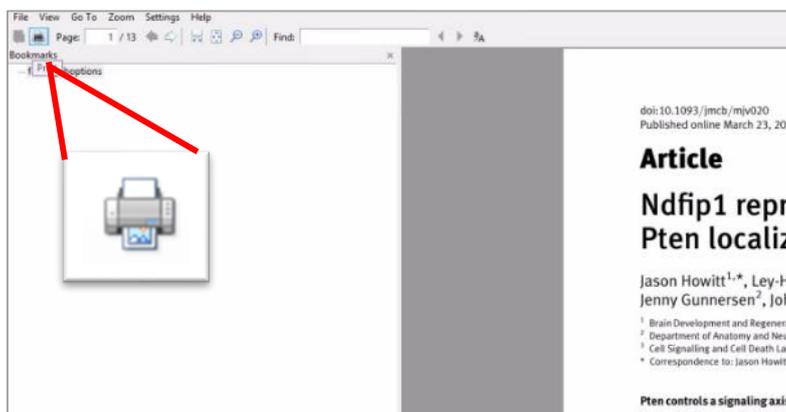
I understand that, if the declaration above is false in a material particular, the printed copy supplied will be an infringing copy and that I shall be liable for infringement of the Copyright.

I agree to the terms and conditions of this policy

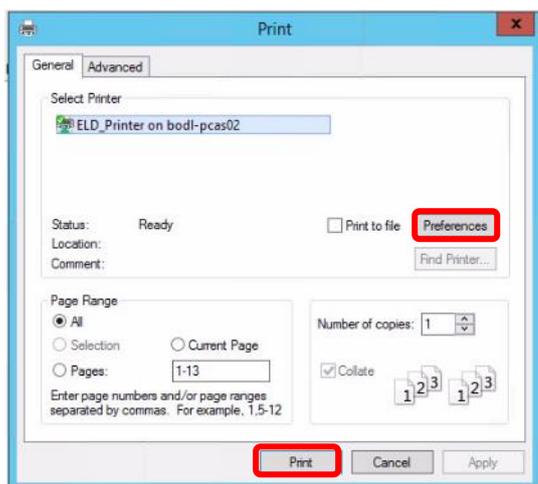
Continue

The Bodleian Libraries Electronic Legal Deposit Access Policy will open.

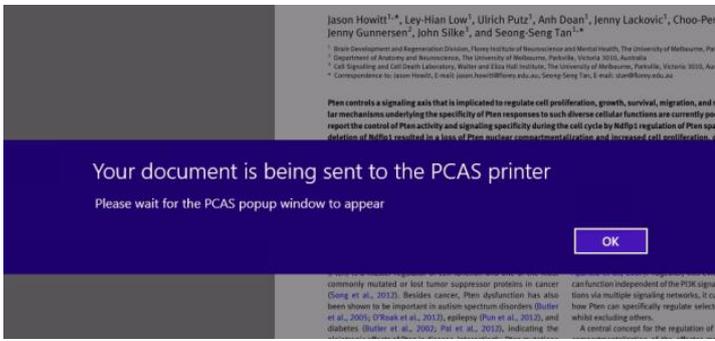
Read carefully, **tick the box** next to 'I agree to the terms and conditions of this policy' and select **Continue**.



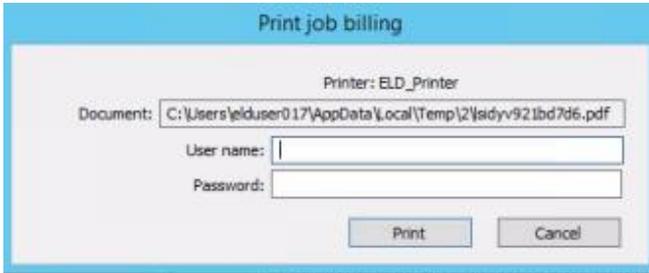
The article will then appear on the screen for you to read. To print the article select the **printer icon** in the top left hand corner of the screen.



A box will then appear where you will be able to select preferences such as double sided (default setting) or single sided printing. Select **Print**.



A banner will appear to indicate the item is being prepared for print. Select **OK**. The PCAS pop-up window will appear shortly.



Once the PCAS pop up box appears, enter your PCAS username and password and select **Print**.

The article can then be printed from any Bodleian Libraries' photocopier.

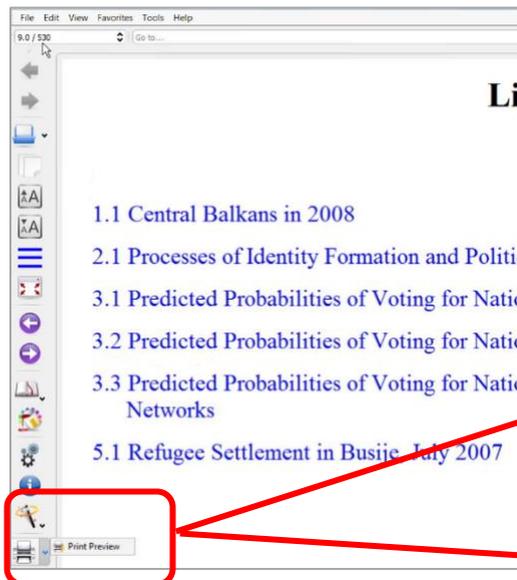
Printing Sections from eLD Monographs

The following considerations affect printing from eLD monographs:

- Due to the way monographs are rendered the pages on the screen may not necessarily correlate with the actual page numbers of the book. In some cases, the page numbers of the original book do not display.
- There are two different systems for rendering monographs with slightly different printing procedures.

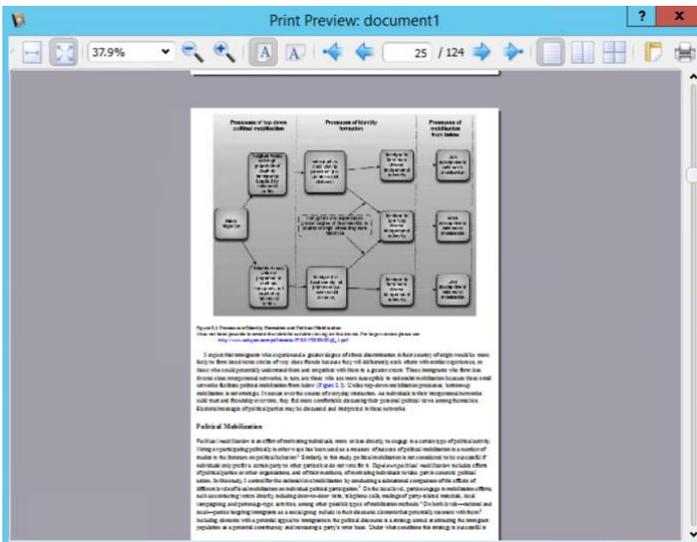
The following procedures outline how to print from both formats – ePub and PDF.

1. ePub Format



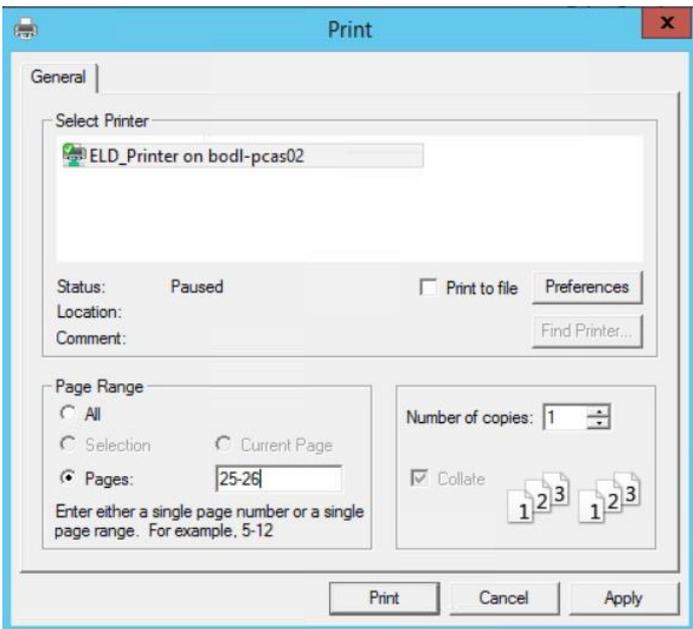
The ePub format includes a tool bar on the left hand side of the screen.

Select the downward arrow to the right of the printer icon at the bottom of the menu and select **Print Preview**.



Identify the required pages on the print preview screen.

Select the **printer icon** on the top right of the print preview box.

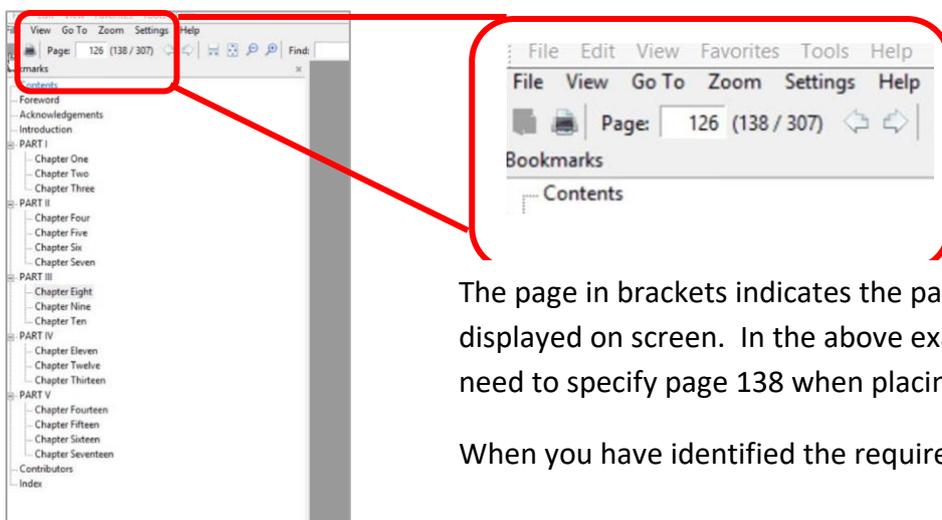


Specify the pages on the resulting print driver screen. Select **Print**.

Enter your PCAS account details when prompted.

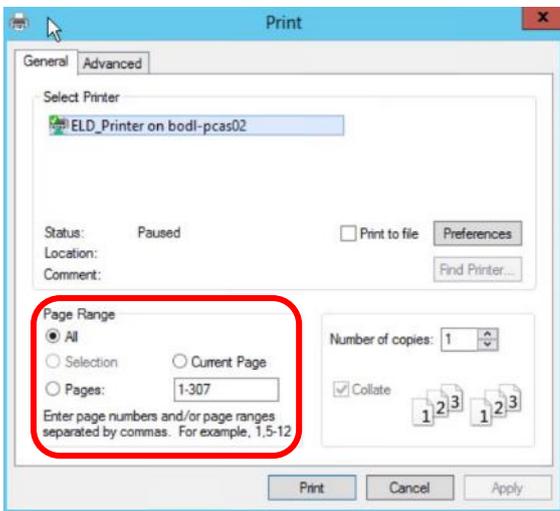
2. PDF Format

PDF eLD items do not have a print preview option. The page numbers are listed in the top left of the screen



The page in brackets indicates the page number to request for what is displayed on screen. In the above example, to print page 126 you will need to specify page 138 when placing the request.

When you have identified the required pages, select the **printer icon**.



Enter the required page numbers on the print driver and enter your PCAS account details where prompted.

Note: The print driver defaults to all the page numbers (see left). Selecting **Print** without specifying page numbers will result in all pages printing which contravenes copyright.

Print & Deliver ELD material

ELD material can be printed by the Mediated Copying team then sent to your University or postal address. Copyright legislation dictates that only paper copies can be supplied and that a charge must be applied for the service. There is a charge for this service and the Document Delivery Services team will deduct the cost of the print job from the reader's PCAS account.

Prices: a flat rate of £2.00 is applied for each job and the Mediated Copying team will deduct the cost from your PCAS account. See <https://www.bodleian.ox.ac.uk/using/copy/pcas> for more information about PCAS accounts.

To use the Print and Deliver service, go to the Links section of the relevant record and select Print & Deliver Request.

If you are not already signed into SOLO, you will now be prompted.

Once signed in you will be asked to fill in a Print & Deliver Request form, which asks for your address and PCAS account details.

The copy will be posted in two working days.