How to Print & Photocopy

Printing
To print at Cairns Libraries branches you will need your library card or a guest ticket. There are public access computers available at all Cairns Libraries. (See How to Access a Computer).

Add the value to your account by:

• Swiping your library card, or enter your guest ticket number at the Autoloader pay station located at any library branch.
• Add enough money to cover your printing and press Finish. Please note that Autoloaders do not give change at branches that accept cash.
• Press “print” on your computer. A pop-up window will appear indicating what the print job will cost. Accept the print charge.
• To release your print job, swipe your library card through the card reader at the Reservation and Print Release station, or printer/photocopier. Enter your PIN and select the print job you wish to print and collect it from the printer.

Photocopying
To photocopy, swipe your library card through the card reader, or enter your guest ticket number at the printer/photocopier and enter your PIN. You will find more detailed instructions on display at the printer/photocopier.

Visitors
All Library branches have an Autoloader pay station where you can print guest tickets to use the public access computers and add print/photocopy credit to your guest ticket. The Autoloader pay station accepts EFTPOS/Credit Card.

General Information

To check the balance on your library card or guest ticket, swipe it through or enter the number at the Autoloader pay station. You can also check your balance on a Reservation and Print Release station under Manage Your Accounts.

Please see staff if you require assistance

Need further information?
Contact your local Cairns Libraries branch, or Contact Us on www.cairns.qld.gov.au/library

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