Saddle Brook Free Public Library
Poster Printer Policy
(revised by the Saddle Brook Free Public Library Board of Trustees on 6/17/2025)

Posters may be printed up to 24” x 48”, matte, glossy or vinyl. The poster printer is optimized for large format printing and cannot print items smaller than 12” x 24”. Printing is conducted by Library staff and projects will be printed in the order received with priority given to Saddle Brook residents.

Staff will contact you via email once your project is available for pick up. Projects must be picked up within 7 days of notification. This time can be extended if the patron contacts the Library within this window. Payment for projects is due at the time of pick-up and must be paid for in cash or by a check made payable to the Saddle Brook Free Public Library.

To submit a project for printing, email the image to be printed **sabkmakerspace@gmail.com** (make sure to check Submission Guidelines below for accepted file types). The following information must be included in the email:

- Your full name
- A valid phone number
- Are you a Saddle Brook resident or not?
- The size you are requesting (see Pricing section below for available sizes)
- Matte, Glossy, or Vinyl
- The quantity you are requesting (up to five)
    - For requests of quantities greater than one, a single copy will be printed and, following approval of requesting patron, the remainder of the copies will be printed at the Library’s earliest convenience.
- Any questions or special requests (special requests will be granted at the sole discretion of the Library)

By submitting a project for printing, you are agreeing to pay for the cost of the poster(s) printed for you. Posters must be picked up from the library seven days after you have been notified your project is ready, unless other arrangements have been made. By submitting a project, you also confirm that you have the legal right to use any images on the poster.

Please review the guidelines below before submitting your print job.

Submission Guidelines:

- All patrons may submit projects for printing, however, the Library will give priority to Saddle Brook residents.
- All applicable copyright laws must be adhered to. If you are not the creator of the image or if the image is not copyright free, you must not resell it or use it for financial gain. The person using Library equipment, and not the Library, is liable for any infringement.

- All submitted images must be in JPEG or PDF format. The original file size will affect print quality. Save images/files in as large a format as possible.
- Designs should be proofed ahead of time. The Library is not responsible for any errors in design or spelling.

The Library will review all submissions prior to printing. The Library reserves the right to refuse any print job. If the Library refuses your print job, you will be notified that your submission will not be printed.

Pricing:

	MATTE	**GLOSSY**	**VINYL**
18” x 24”	$5.00	$10.00	$12.00
24” x 24”	$6.00	$12.00	$12.00
24” x 36”	$7.00	$14.00	$18.00
24” x 48”	$8.00	$16.00	$24.00

Grommets are available for projects printed on vinyl at no additional charge. Please let us know how many you need and where you would like them placed on the completed project.

Larger size vinyl projects may be printed at the Library discretion at a price of $6.00 per foot.