

# TRAC Supply, Price, and Payment Information

Updated 8-26-19

## IMPORTANT NOTES:

- TRAC is set up to provide only small quantities of supplies per visitor, and there are quantity limits on some items. If you need a lot of something, please purchase your supplies elsewhere before coming to TRAC. If you need assistance determining supplies that will work with TRAC equipment, or where to find certain items, feel free to call and talk to us about your project ahead of time. We're always happy to discuss our services and supplies with you! You can reach TRAC at **470-578-6420**, then ask to speak to a staff member.
- TRAC accepts payment in cash or check only. We cannot process credit or debit payments. All checks must be accompanied by a valid driver's license or GA state ID card, and business checks must *also* be accompanied by a business employee ID card. TRAC does not accept \$50 or \$100 bills.
- TRAC is, for the most part, a self-service facility. Attendants teach visitors to use the equipment, and visitors work as independently as possible. We will gladly provide necessary assistance and make appropriate accommodations for visitors with special needs. Feel free to ask any TRAC employee for help at any time, or call ahead to speak to a staff member about concerns and set up an assistance plan. We're here to help!

## COPIES AND PRINTS

NOTE: This section does NOT apply to large format prints. See the POSTER PRINTS section for any print larger than 11"x17."

All standard-size copying and printing is done on the Copy/Print stations located around campus, including the one located in TRAC. Pay for copies and prints made at these stations by pre-loading a dollar amount on your current KSU ID card OR a purchased Guest card (the card itself costs \$2), then swiping that card like a debit card at any Copy/Print station. Guest cards may purchased at one of the five K-Cash machines located in other buildings around campus; they are not available in TRAC. Value may be added to your ID card or Guest card using cash at a K-Cash machine, or by using a credit/debit card online. TRAC has computers you may use to go online when you visit.

For current pricing, K-Cash machine locations, and adding value to your card online, visit the [KSU Copier Services](http://ksucopier.kennesaw.edu) website at [copyprint.kennesaw.edu](http://copyprint.kennesaw.edu). Call or visit TRAC if you have additional questions about copying and printing in TRAC.

KSU Employees: Please note that standard-size copy/print jobs are not charged to the department using Department Charge Forms. Employees must use their ID cards on the Ricoh Copy/Print stations to make copies and prints in TRAC (EXCEPT POSTER PRINTS).

Single-sided	8½"x11", 8½"x14", or 11"x17"	Black & white .10 each Color .50 each
Double-sided	8½"x11", 8½"x14", or 11"x17"	Black & white .20 each Color 1.00 each

## POSTER PRINTS

Large-format printing includes prints that are a minimum of 12"x18" and a maximum of 42"x56" on a single sheet of paper. The price depends on the paper selected and the custom size/shape of each print. Because there are many things to consider before designing your poster, please call or visit TRAC to discuss your job ahead of time. Please note that TRAC does NOT print for commercial businesses, even if the person requesting it is a KSU student or employee. We will be glad to answer your questions and email information and instructions about poster printing to you. Additional information about poster printing is available at the TRAC website: [trac.kennesaw.edu](http://trac.kennesaw.edu). Call us at 470-578-6420, or visit room KH-2001 more help.

42" HP High-gloss photo paper	Full-color available; color does not affect price. Customer provides digital document; TRAC staff operate the large-format printers.	2.00 / square foot w/ current KSU ID, 4.00 / square foot w/out current KSU ID
24" HP Universal (no gloss) 26lb paper		.75 / square foot w/ current KSU ID, 1.50 / square foot w/out current KSU ID

<b>LAMINATION</b>		
TRAC uses only heat laminate. Laminate is measured from the start of your first item to the point where you cut the laminate off the machine. A TRAC employee will measure your laminate for you before you begin trimming. There is no quantity limit for laminate.		
Light-weight (1.5 mil), 25" wide	Allow at least ½" of laminate on either side of your item for sealing and wiggle room when laminating, more if possible.	.30 per linear foot
Medium-weight (3.0 mil), 25" wide		.60 per linear foot
Heavy-weight (5.0 mil), 31" wide		.90 per linear foot
<b>BINDING</b>		
Presentation covers	"Mix & match" front/back covers, 8½"x11" w/ square corners	Paper: linen, colors vary .50 each Plastic: clear or frosted 1.00 each
Comb bindings	Plastic, color selection varies, can accommodate up to 300 pages	Up to 150 page documents .20 each 151-300 page documents .30 each
Coil bindings	Plastic "spiral," black only, can accommodate up to 325 pages	Up to 125 page documents .20 each 126-170 page documents .30 each 171-280 page documents .40 each 281-325 page documents .75 each
Unibind brand steel binding	Black binding comes in various widths to accommodate up to 340 pages.	Binding w/ clear plastic cover 1.75 each Binding w/out cover .75 each
<b>PAPER</b>		
Easel paper	Non-sticky plain, lined, or grid (27"x32"); Post-It brand Self-stick (plain, 25"x30")	.25 per sheet
Fadeless brand craft paper	48" wide, many color and design options, selection varies	.35 per linear foot
Poster board	22"x28" Selection varies, but we usually have a wide variety of grid, primary, bright, metallic, and neon colors.	1.00 each
Construction paper	12"x18" various colors, heavyweight	.10 per sheet
Cardstock	8½"x11" various colors and weights	.10 per sheet
Colored print/copy paper	8½"x11" various colors, 20lb weight	.05 per sheet
Graph paper	8½"x11" 3-hole punched	.05 per sheet
Tracing paper	Approximately 8½"x11"	.10 per sheet
<b>BUTTON-MAKING</b>		
<p>Button-making is often a little tricky and time-consuming for the new user. TRAC strongly recommends that new users visit TRAC to talk to a staff member about button-making BEFORE you start your project or buy supplies. Allow plenty of time before your project due date because the first project always takes longer than expected. After getting familiar with the process, it will be easier.</p> <p>TRAC does not sell artwork. Artwork may be purchased in bulk or by the piece at <a href="http://badgeaminit.com">badgeaminit.com</a>, or you may design your own simple artwork here or at home using instructions TRAC provides. (You may also design using whatever software you want to use, but you must still read TRAC's instructions regarding sizing and placement on the page. After designing your button artwork, print ONE BLACK &amp; WHITE copy and bring it to TRAC to make a FREE test button. If the test print works well, you can print the rest of your artwork in color and begin assembling your project buttons. The cost of artwork is not included in the price of the button parts shown below. Please remember that users requiring more than 50 buttons per semester must purchase their button parts from <a href="http://badgeaminit.com">badgeaminit.com</a> (the maker of TRAC equipment) and bring it to TRAC. Using the equipment is free.</p>		
Button parts (one size only)	Pin-back, sold by the set (front cover, back cover w/ pin, plastic disc)	.50 each

**Did you know TRAC will schedule TOURS for any individual or group that requests one?  
Call or visit to schedule a tour for yourself or your group!**

<b>OTHER SUPPLIES</b>		
Adhesive printable labels	Styles and prices vary. See samples and specific prices at TRAC front desk.	Ranges between .20 - .50 per sheet
Binder clips	Black, metal, various sizes	Mini .05 each Small .10 each Medium .20 each Large .30 each
Bordette brand corrugated border	Scalloped edge, 2½" wide single border, comes in a double piece	.15 per linear foot
Brass brads (fastener or split pin)	Metal, assorted sizes	.05 each
Card pockets	Self-adhesive, manila, 3½" x 4½"	.10 each
Document protectors	Top-loading, heavyweight, non-glare, letter size	.20 each
Envelopes	White, 4"x9½", self-sealing, business; Manila w/clasp, assorted sizes	White business envelope .05 each Manila, 6"x9" .10 each Manila, 7"x10" .15 each Manila, 9"x12" .20 each Manila, 10"x13" .25 each
File folders	Manila, letter size; Colored, letter size (colors vary)	Manila .15 each Colored .30 each
Glue sticks	Elmer's Extra-strength, .88 ounce	.75 each
Hot glue sticks	Two sizes fit TRAC glue guns	Small .10 each Large .20 each
Index cards	Ruled and unruled, white or colored; Sold in groups of 30	3"x5" (group of 30) .50 each 4"x6" (group of 30) .75 each 5"x8" (group of 30) 1.00 each
Loose-leaf book rings	Metal and plastic, assorted sizes	.15 each
Pens and pencils	#2 lead pencils; black ballpoint pens	Pencil .10 each Pen .25 each
Plastic bags	Assorted sizes, styles, and colors; selection may vary	6"x6" re-sealable .10 each 12"x14" re-sealable .20 each 8½"x11" white w/ TRAC logo .15 each 14½"x 15" burgundy w/ handle .25 each 8"x 48" clear tube w/ twist tie .25 each
Polyfoam sheets	8"x12", color selection may vary	.75 each
Rubber cement	4-ounce bottle w/ brush	1.75 per bottle
Sentence strips	24"x3" lined, assorted colors	.10 each
Transparency sheets	For copiers and laser printers, can be used with dry erase markers, 8½"x11"	.30 each
Velcro strips	Self-adhesive, black, ¾" x 6" Hook and loop pieces sold separately	.30 per strip
Yarn	Assorted colors	.10 per yard

**Did you know TRAC has over 20,000 BOOKS relating to professional teaching,  
and over 20,000 MORE in the children's literature collection?  
All current KSU ID cardholders can borrow books! Alumni and other community members  
may purchase a Friends of the Sturgis Library membership to obtain borrowing privileges at  
the Sturgis Library, the Johnson Library, and the TRAC Library.**

## EXTRAS

- TRAC usually keeps the following items on hand. We don't sell these items, but visitors may use them for free while working in the center. If you don't see what you need on display, just ask us—some things are tucked away. If we have what you need, we're happy to share!
- Important note: While we do our best to keep supplies in stock, we do not guarantee that all items are always available. Supplies and selections may vary. Call ahead at [470-578-6420](tel:470-578-6420) to ask about availability if something is important to you.

Easels  
Felt boards

Staplers  
Heavy-duty staplers  
Staple removers

Tape measures  
Rulers and yardsticks

Calculators  
Protractors  
Compasses

Scissors  
Die cuts  
Corner rounder  
Border punches  
Decorative scissors  
Eyelet punch and eyelets  
Xacto knives and cutting pads  
Manual circle cutters (assorted sizes)

Hole punches (single, double, triple)  
Heavy-duty hole punch

Listening station for up to 5 people to listen to a CD at the same time using comfortable headsets

Glue guns  
Elmer's glue  
Glue sticks

Scotch tape  
Duck tape  
Packing tape  
Masking tape

Crayons  
Colored pencils  
Magic markers  
China markers  
Sharpie markers  
Metallic markers  
Ink pads and bottled ink

Erasers  
Paper clips

Scrap paper  
Rubber bands  
Correction fluid  
Pencil sharpeners  
Decorative stencils  
Craft sticks (2 sizes)  
Thumb tacks and pushpins  
Extra-wide paper trimmers

## We give a hoot!

Learn more about TRAC at  
[trac.kennesaw.edu](http://trac.kennesaw.edu).

Tell us how we're doing  
and offer your suggestions!  
We value your time and ideas.

Use our evaluation forms and  
suggestion box in the center  
or send an email to:  
[khebblet@kennesaw.edu](mailto:khebblet@kennesaw.edu)



**Did you know that TRAC is also the place to reserve GROUP STUDY ROOMS in the Bagwell Education Building? Study rooms are semi-private spaces dedicated to students. Up to six students may occupy a room at once. Each room has a WePresent digital screen, a dry-erase easel, and plenty of outlets on the table and wall for everyone to plug in. Visit or call TRAC's front desk to make a reservation!**