

Placing an order

Orders can be placed in person at the level 7 enquiry desk, or by email to library-mapsandop@glasgow.ac.uk.

Let us know the poster size and paper choice on submission. Paper samples are available to view at the enquiry desk.

For items larger than A0 just get in touch with the details.

You'll need to fill out a Reproduction Request Form with every order. These are available online and on Level 7.

Copyright restrictions may apply. Library staff can advise you. VAT is charged where applicable.

Turnaround

Orders submitted by midday will be ready for collection from 2 pm the next working day.

Orders submitted after midday will be ready for collection from 2 pm two working days later.

Order Collection

Orders can be collected from the level 7 enquiry desk during our opening hours. Poster tubes are available. Orders can also be sent in the mail for a minimum £5.00 post and packing charge.

Payment

We can accept cash, card, or cheque. We can also accept payment from departments with a project code and budget holder's signature.

Formats

We accept most file formats. The most commonly submitted is both a PowerPoint and PDF version.

Images

Use high resolution images wherever possible. Viewing the image at 100% will help to give an idea of how it will look, or we can advise.

Always add references to any images that are not your own.

High resolution



Image: Photo Unit, University of Glasgow Library

Low resolution



Opening Hours

Monday to Friday, 9 am to 5 pm.

Contact

Email: library-mapsandop@glasgow.ac.uk

Phone: 0141 330 6740 / 3176

Maps, Official Publications & Statistics Unit,
University of Glasgow Library, Level 7
enquiry desk, Hillhead Street,
Glasgow, G12 8QE

www.gla.ac.uk/mops

A0 £22.00
A1 £16.00
A2 £11.00
A3 £8.00

Poster Service

260 g/m satin photo poster paper for conferences and displays.

A0 £22.00
A1 £16.00
A2 £11.00
A3 £8.00
A4 £5.00

Smartmatt Service

180 g/m heavyweight matt paper for maps and artwork for display and framing.

A0 £13.00
A1 £8.00
A2 £6.00
A3 £5.00
A4 £3.00

Print Service

100 g/m premium paper for working copies, CAD and GIS drawings, and architectural plans.

A0 £6.00
A1 £3.00
A2 £2.00
A3 £1.50
A4 £0.75

Budget Print Service

100 g/m premium paper (black and white) for working copies.

UofG material £14.00
Reader material £10.00

Digital Copies

Up to A0 size, at resolutions up to 600dpi and as jpeg, tiff, or PDF. Price is per digital copy.

A0 £55.00
A1 £35.00

Canvas Service

370 g/m artist's canvas for archival reproductions of maps, paintings or artwork.

Check the conference organiser's requirements including poster size, orientation (landscape or portrait), and font size.

Check whether dimensions relate to poster size or display board size. If the board goes to the floor, you may not want a poster that fills all the available space.



Set up your PowerPoint slide before creating your poster.

PC: Design tab, Page setup

Mac: File, Page setup

Overtyping the slide sizes with your required size:

A0 portrait: 84.1 x 118.9 cm

A1 portrait: 59.4 x 84.1 cm

A2 portrait: 42 x 59.4 cm

(reverse figures for landscape orientation)

Font size guidance*

Headings: 80-100 pt

Sub-headings: 40-80 pt

Main text: 20-40 pt

References: 16-20 pt

*Conference organisers may provide font sizes.

Layout: Try not to allow text to run across the full width of your poster. Splitting text into columns and text boxes is usually easier to read, and more striking from a distance.