

TITLE: DUPLICATING SERVICES POLICY**APPROVED:** June 1992**REVIEWED:** January 1994
October 2002
April 11, 2006**NEXT REVIEW:** 2008-2009**RESPONSIBILITY:** Director, Campus Operations**APPENDICES:****CROSS-REFERENCE:****POLICY STATEMENT:**

The College will maintain a central duplicating service which will function as an ancillary operation, requiring full recovery for all operating and capital costs.

PURPOSE:

To ensure awareness and information pertaining to Duplicating Services.

SCOPE:

This policy applies to the College Community providing policy and procedures on Duplicating Services.

DEFINITIONS:**PROCEDURE/GUIDELINES:****1. Requests**

- 1.1. Requests must be made through the Duplicating Centre by way of completing a requisition form or sent electronically through Microsoft Outlook with a properly completed electronic requisition. Complete instructions must also include an account number (with attachment orders/files). Electronic jobs are subject to the same priority assessment as all other requests.

Periodically throughout the day the computer in the Duplicating Centre will be checked for jobs sent electronically.

- 1.2. Transparencies will be supplied by the user and made on the Faculty Copy Card

Convenience Copier.

- 1.3. With increasing demands on the Duplicating Centre, it is necessary to pre-schedule work. Normal scheduling is done according to the priorities established and the date orders are received. Emergency requests may be handled if time and machine availability permits at the discretion of the operator.

2. Exam Periods

- 2.1. Exams will be given priority over regular orders.
- 2.2. Individual instructors are responsible for appropriate security of exam papers once they leave the Duplicating Centre.
- 2.3. All duplicated materials (other than exams) will be distributed through shelves located in the Duplicating Centre. Mid-term/final exams will be kept behind the counter, as will confidential jobs as requested.

3. Priority Assessment

- 3.1. All instructional work has priority.
- 3.2. All College related work has priority over requests from independent in-house organizations, or personal copying.
- 3.3. Personal copying for College employees will be accommodated as time permits--and will be subject to G.S.T.
- 3.4. Lead Time required:
 - Normal instructional requirements - 48 hours - exceptions may be possible (depending on size of job)
 - At exam periods, regular instructional requirements receive a lower priority
 - Normal administrative requirements - 48 hours (Exception - Board and Academic Council Agendas have priority)
 - Course packages, manuals – 2 weeks minimum
 - Brochures, pamphlets, NCR forms or jobs that require cutting, padding, folding, etc. - 48 hours

NOTE: *These lead times are guidelines to assist the College Community with scheduling work during College semesters. Whenever possible the months of May to July should be utilized for large volume copying projects such as course packages or manuals, which go to the Bookstore for students to purchase.*

4. Copyright

- 4.1. In order to assist instructional staff in applying for copyright release, (a list of publisher's addresses is available from the Bookstore). Instructors must have written permission from the publisher before Duplicating Services can complete the job.
- 4.2. Reproduction of copyright material should be limited to one copy for private use or study, subject to the following exceptions:
 - (a) where written waiver of copyright has been received
 - (b) where material is not subject to copyright
 - (c) where short excerpts are produced for examination purposes.
 - (d) GPRC's Access Copyright license permits limited copying of class sets of certain materials. Instructors should check with the Academic Technologies Coordinator in the Library and Media Services Department for details.

College personnel wishing to produce course packs containing copyright material, for sale to students, are also directed to the Academic Technologies Coordinator. The Academic Technologies Coordinator will then contact the Duplicating Centre by phone or written note to clarify the request.

The person signing the requisition form bears the responsibility when authorizing the duplication of copyright material.

5. Costs

Based on the posted duplicating price list on a cost-recovery basis.

There is a minimum charge of \$1.00 per job.

6. Services Provided

- Copying (black/white and color)
- Collating
- Stapling
- Binding
- Folding
- Paper Punching (holes)
- Padding
- Perforating
- Shrink Wrapping
- Cutting
- Laminating (8 1/2 x 11; 8 1/2 x 14 and 11 x 17 only)

7. Paper Available

- 8 1/2" x 11" (Available in bond medium weight and heavy weight, in several colors)
- 8 1/2" x 14" (Available in 20 pound weight only, in several colors)
- NCR Stock (8 1/2" x 11") 2-part and 3-part
- 11" x 17" (Available in 20 pound weight only, white only)

8. General

8.1. Convenience Copiers

It is understood that convenience copiers may be leased for use within Departments by Campus Operations. Copiers with collating capacities will not be permitted outside of Duplicating Services without the approval of the Director of Campus Operations. All copiers will operate on a charge back system on a cost per copy basis.

The empty toner cartridge must be brought to the Duplicating Centre when picking up new toner for departmental convenience copiers.

8.2. Two-sided copying will be encouraged. A copy is defined as one page single sided. Two-sided copying will be considered as two copies for costing purposes and the rates will be as per posted duplicating price list.

When sending jobs to the Duplicating Centre and unsure of the number of students, always add on extra copies. (Bringing these same jobs back numerous times is very time consuming.)

8.3. Textbooks

Copying of textbooks will not be allowed without copyright release. Course packs and manuals may be copied if they are for resale through the Bookstore and copyright release has been granted. These jobs will require a minimum of two weeks lead-time.

Masters from Textbooks – Instructors are encouraged to make their master on the Faculty Copy Card Convenience Copier and then bring the master to the Duplicating Centre to duplicate more copies. If Duplicating Services is required to make the master then 25 cents per page is charged compared to 7 cents per page on the convenience copier.

If masters are not standard size, there will be additional charges (to copy on the glass).

8.4. Faculty/Copy Card Convenience Copier

One collating, convenience copycard copier will be maintained by Duplicating Services for last minute requirements of faculty. This copier is located adjacent to Duplicating Services (G113). Cards can be obtained from Duplicating Services and will be charged back to the respective department. Know your account number, for charge

back purposes, when obtaining copy cards or other supplies.

8.5. Paper Orders

Any paper order where split costing applies, will be charged by the package if “the split” is anything less than 1 box per department/account number.