



# Duplicating Guidelines

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**The Duplicating Center is located in room 3103, Ext. 7-1493**

## **DUPLICATING REQUEST FORMS**

All duplicating jobs must be accompanied by a “[North Campus Quick Copy Center Job Request](#).” This form is available in your department or at the Duplicating Department.

All jobs will be assigned a control number when submitted to the Duplicating Department. That number is on the top right portion of the request form. All inquiries about individual jobs must refer to that number. The numbered request form must be presented to the Duplicating Department when picking up completed work.

## **CAPABILITIES OF NORTH CAMPUS DUPLICATING SERVICES**

1. Turnaround for classroom handouts, tests, etc. on 8½”x11 depends on the amount of copies per original requested. Please see the next page.
2. Minimum 20 copies per original. Job requests for fewer than 20 copies should be run on departmental copiers.
3. Maximum 1000 copies per original. Job requests for more than 1000 copies per original must have the approval of the Dean for Administration.
4. All copies will be made on standard 20lb. 8½”x11” white and/or colored copy paper only. Special paper stock (i.e. letterheads and special colored paper) may be submitted with the job; however, standard paper size and weight still apply (Please consult with the Duplicating Supervisor before purchasing special stock). The Duplicating Department has several colors available for your selection (please call in advance for color selection information).
5. A “copy” is defined as a single impression. Thus, one page printed front and back equals two copies.

**PLEASE NOTE: PRIORITY WILL BE GIVEN TO ALL INSTRUCTIONAL MATERIALS (SYLLABI, CLASS HANDOUTS, EXAMS, ETC).**

## **DUPLICATING SERVICE GUIDELINES**

- All jobs will be made double sided (front and back) unless otherwise stated.
- Reference manuals, guidebooks, textbooks, workbooks and related materials may not be duplicated in the Duplicating Center. See copyright material section.
- **When submitting test materials, place originals in a sealed envelope and attach the work request form with a paper clip to the outside. Any departmental employee submitting an exam on behalf of a professor must bring the exam in a sealed envelope inside the locked departmental test bag. Otherwise, it will not be accepted.**
- All flyers, brochures, invitations, programs, class schedules or any other type of material related to promotion or advertisement must be approved by the Campus President or the Dean for Administration.

- Copies will be an exact duplicate of your original. If your original is light or dark, crooked or off center on the page, your copies will be, too. Please send originals in good conditions. Use white paper & dark lettering for originals.
- Certain departments (such as Natural & Social Sciences, Math, and Community Education) require that you obtain the signature of the department head **prior** to requesting any copies from the Duplicating Department.

	<b>Administrative Purposes</b>	<b>Instructional Materials</b>
Number of originals	1-10	1-10
Minimum copies per original	20	20
Maximum copies per original	100	100
Total copies not to exceed	1000	1000
Turnaround time	1-2 working days	1 working days
<b>Items that require cutting, folding, padding or tabbing*</b>	2-3 working days	2 working days

	<b>Administrative Purposes</b>	<b>Instructional Materials</b>
Number of originals	11-20	11-20
Minimum copies per original	20	20
Maximum copies per original	100	100
Total copies not to exceed	2000	2000
Turnaround time	2-3 working days	2 working days
<b>Items that require cutting, folding, padding or tabbing*</b>	3-4 working days	3 working days

	<b>Administrative Purposes</b>	<b>Instructional Materials</b>
Number of originals	21-30	21-30
Minimum copies per original	20	20
Maximum copies per original	100	100
Total copies not to exceed	3000	3000
Turnaround time	3-4 working days	3 working days
<b>Items that require cutting, folding, padding or tabbing*</b>	4-5 working days	4 working days

	<b>Administrative Purposes</b>	<b>Instructional Materials</b>
Number of originals	31-50	31-50
Minimum copies per original	20	20
Maximum copies per original	100	100
Total copies not to exceed	1000	1000
Turnaround time	4-5 working days	4 working days
<b>Items that require cutting, folding, padding or tabbing*</b>	5-6 working days	5 working days

\* **TABBING** is for mailing purposes **ONLY**

**NOTE:** Items which may require cutting, folding, padding or tabbing\* with total copies in excess of 5000 and/or total originals in excess of 50, turnaround time is to be determined by the Duplicating Supervisor following review of job requirements.

## **COPYRIGHT MATERIAL**

The requester is responsible for compliance with current federal copyright laws. A copy of compliance guidelines is available to requesters in the Duplicating Department and the Campus Library.

Copyright material will be screened by Duplicating personnel. All federal, local and MDC copyright rules will be followed explicitly. If the answer to the question "Does any part of the attached materials contain copyright?" on the front of the request form is "Yes," the "Authorization to reproduce copyrighted material" section on the form must have the name (printed) and signature of the requester, and must be dated. The Duplicating Department will not accept any request not properly executed.

For more information please contact:

**Forestine Perry, Supervisor**

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