



**Hialeah Copy Center**  
1780 West 49<sup>th</sup> Street  
Hialeah, Florida 33012  
Room: 1109  
(305) 237-8878  
Hours of Operation: M-F (7:30 AM-6:30 PM)

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Hialeah Campus

## COPY CENTER GUIDELINES

### Copy Center Request Form:

- A Duplicating Center Request Form **must** be filled out completely, and attached, for all duplicating jobs.
- Please fill out the following sections when filling out a copy request form
  - Your name in the section “Requested By”
  - Your department in the section “Dept. Name”
    - “Account No.” helpful if known but not necessary
  - “Date Submitted” & “Due Date”
  - “Chair. Approval” *if required by your Department*
  - “No. of Originals”
    - Refers to the number of physical papers submitted to be duplicated
  - “Copies of Each”
    - The amount of total copies needed for duplicating
  - “Stock Color”
    - Please write “Color” in this section if you need color printing; otherwise if left blank it will be done in Black & White (B&W)
- Bindery Instructions
  - Please indicate if you need copies to be either:
    - Stapled, Collated, Folded, 3-Hole Punched, and/or Cut

### **For E-mail Requests – Please send ONLY to: [copycenterhia@mdc.edu](mailto:copycenterhia@mdc.edu)**

- In the email **attach** your file(s) and provide us with:
  - **Your name, department, departmental account #** (not necessary, but helpful if known), due date, and **# of copies**
  - If you have any special request like color, 3-hole punch, stapled **please specify** in the email
  - By default any electronic copy request we receive **without instructions** will be done in black & white, front & back (double sided), and stapled (if applicable).

**Note: All request sent via email have a 3-hour turnaround time (or more, in accordance with the “volume limits” section stated below).**

### Copyright Compliance Requirements:

U.S. Copyright Office  
101 Independence Avenue SE  
Washington, DC 20559-6000

- The requester is responsible for compliance with current federal copyright laws. A copy of compliance guidelines entitled “Reproduction of Copyrighted Works by Editors and Librarians” is available on request in the Duplicating Center and the Campus Library.
- 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 of that form must be signed and dated by the requestor. The Duplicating Center will not accept any request not properly executed.
- Duplicating Center personnel will screen copyrighted material. All federal, local, and MDC copyright rules will be followed explicitly.

#### **Capabilities of Duplicating Center:**

- All copies will be made on standard 20 lb. (8½ x 11, 8½ x 14, and 11 x 17) white paper.
- An “original” is defined as a single sheet of paper. Thus, one page printed front and back equals one original. The same applies to one sheet of paper printed on one side- it is one original.
- Special color stock, letterhead, cardstock, **must** be supplied by the department or requestor.
- Bindery capabilities include: collating, stapling (maximum 100 sheets), 3-hole punch, cutting, folding, and perfect binding
  - **Binding projects have a 24- hour turnover**

#### **Service Restrictions:**

- All jobs with more than one original will be copied on both sides of the paper (*unless specified otherwise*).
- Reference manuals, guidebooks, textbooks, workbooks and related materials- **no more than 10 pages may be duplicated**. Please refer to the copyrighted material section of this document.
- **We cannot manipulate or alter copies; therefore all copies will be an exact duplicate of the original that was submitted.** If your original is light or dark, crooked or off center on the page, your copies will be too.
- The Copy Center Staff **cannot edit, alter, change, or reformat** any files attached via e-mail. Therefore, please revise your file before you attach it.

- The Copy Center Staff will not send you an email confirming that we have received your copy request. *If* you need a confirmation please specify in the email or give us a call. Please see “Volume and Limits and Turnaround” for an estimate of when your copies will be ready.

**Volume Limits and Turnaround:**

Amount of Copies	Turnover Time
Under 50 copies	<b>Immediate ( First come, First Serve Basis)</b>
Over 50 copies	<b>24 hours</b>
Major Jobs (Over 2,500 copies)	<b>48 hours</b>
Binding Projects	<b>24 hours</b>

- Be advised that duplicating jobs requiring collating, stapling, 3-hole punch, cutting, or folding may require additional turnaround time.
- Instructional materials have priority, and departments will be notified of any turnaround date changes or delays.
- If you need a large copy request to be done please turn in the hard copies or the electronic request within the turnaround guidelines. This will assure that you have your copies when you need them.
- For quick turnaround for classroom handouts, memorandums, tests, etc. will be printed on 8½ x 11.