

KENDALL CAMPUS DUPLICATING CENTER GUIDELINES

Located in Room G118, Ext.72314

Hours 7a.m.-7:00 p.m. Monday-Thursday

7a.m. - 4:30 p.m. Fridays

SERVICES

DUPLICATING CENTER REQUEST FORMS

A "Kendall Campus Duplicating Center Request Form" must accompany all Duplicating jobs. The form must be signed by the department chairperson.

All jobs will be assigned a control number when submitted to the Duplicating Center. That number will be inserted on the request form. All inquires about individual jobs must refer to that number. The numbered request form must be presented to the Duplicating Center when picking up completed work.

COPYRIGHT MATERIAL

The requestor 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.

Duplicating Center personnel will screen copyright material. 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 of that form must be signed by the requestor and dated. The Duplicating Center will not accept any request not properly executed.

FUND 2 REQUIREMENTS

Jobs produced for Fund 2 accounts must be accompanied by a Journal Entry request signed by the project director. Jobs will be billed at the established rate.

CAPABILITIES OF KENDALL CAMPUS DUPLICATING CENTER

1. Quick turnaround for classroom handouts, memorandums, tests, etc.on 8 1/2"x11" and 8 1/2"x14"-
2. Bindery capabilities include: collating; stapling (maximum 100 sheets); 3- hole punch; cutting; folding and perfect binding(we will have to charge for the binding strips only, see Duplicating Supervisor for exact pricing).
5. All copies will be made on standard 20 lb. 8 1/2"x11", 8 1/2"x14" & 11 X 17 white paper; Only 8 ½ X 11 color paper in stock (special color paper, letterhead and special stocks must be supplied by the department).
6. A "copy" is defined as a single impression. Thus, one page printed front and back equals two copies.

DUPLICATING CENTER SERVICE RESTRICTIONS

1. All jobs with more than one original will be copied on both sides of the paper. One-sided copies requested on jobs with more than one original will require the Duplicating Supervisors approval.
2. Reference manuals, guidebooks, textbooks, workbooks and related materials may not be duplicated in the Duplicating Center. See copyright material section.
3. **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.**

VOLUME LIMITS

1. 1-40 originals
Total copies not to exceed 1000
Items requiring collating, stapling, 3-hole punch, cutting or folding.
Turnaround: 1 workday**
2. 1-80 originals
Total copies not to exceed 5000
Items requiring collating, stapling, 3-hole punch, cutting or folding.
Turnaround: 2-3 work days**
3. Items which may require collating, stapling, 3-hole punch, cutting or folding with total copies in excess of 5000 and/or total masters in excess of 80.
Turnaround: to be determined by the Duplicating Supervisor following review of job requirements.**

**** First priority will be instructional materials. Departments will be notified of any date change or delays.**

WHILE YOU WAIT COPIES

Copies can be done while you wait when needed.
While you wait copies cannot exceed 100 total copies.

COLOR COPIES

All color copies will be charged to the department on a monthly basis.
The cost will be .07 a copy.
Color copies must have the approval of the Dean of the requestor's Division.
(Dean Ferrer, Dean Hays or Dean Garrity)

COMPLETED COPY JOBS

Requesters must bring their copy of the "Kendall Campus Duplicating Request Form" when picking up completed work. If the completed job cannot be hand carried (must be in a box), the Duplicating Center will notify the requester. It is the requester's responsibility to make arrangements for Campus Services (7-2248) to pick up the job and deliver it to the appropriate department. Every effort should be made to pick up completed work on the due date requested.