

Southern Connecticut State University

Duplicating Department
Engleman Hall RM. B012-A. PH: 392-5267 Fax: 392-8878

Please fill out form completely when requesting duplicating services. Failure to do so may lead to a delay in the processing of your request - Thank You
PLEASE ALLOW: FIVE (5) BUSINESS DAYS FOR COMPLETION

Department _____ Requested by _____ Bldg & Rm # _____ Ext _____ Banner Org _____
Date Submitted _____ Date Needed _____ Time Needed _____ No. of Originals _____ No. of copies needed _____
No. of (total) cards needed _____

Toner color: Black Only

Please check the paper size and color below:

Paper Size: Letter Size (8 1/2 x 11) Legal (8 1/2 x 14) Card Stock (8 1/2 x 11) 11 x 17 Paper SCSU Letterhead (8 1/2 x 11) _____
Color Choices White _____ Salmon _____ White (Only) _____ White _____ White (Only) _____
Blue _____ Blue _____
Green _____ Green _____ Other (requester supplied): _____
Canary _____ Canary _____
Buff _____ Ivory _____
Goldenrod _____ Salmon _____
Pink _____ Pink _____
Cherry _____

Please ✓ all applicable options below:

Single-Sided Copies _____ Two-Sided Copies _____ Collated _____ 3-Hole Punch _____ Stapled _____
(Please ✓ fold style) Fanfold _____ Letterfold _____ Single fold _____ Double Parallel _____
(Please circle one)

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Special Instructions: _____

Delivery options (please circle one): Deliver I will Pick-up Campus Mail Call When Ready

PLEASE NOTE: The Federal Copyright Law contains regulations specifically governing the photocopying of copyrighted materials in an educational environment. The individual requesting the duplication of this material is liable for any infringement. Please review the reverse side of this form for additional information regarding the copyright law.

This space for duplicating staff only.

Date: _____ Operator: _____ Banner Org. Charged _____ Equipment _____ Job# _____

Comments: _____

* Current charge per copy is 4 cents. Example: 10 single-sided copies will cost 40 cents; 10 double-sided copies will cost 80 cents, etc.

Duplicating Department

Engleman Hall Room: B012-A Phone: (203) 392-5267 Fax: (203) 392-8878

Coordinator's Office: (203) 392-5266

Hours of operation: Monday thru Friday 8:30 AM to 4:30 PM

Our goal is to support and enhance the academic and administrative missions of the University by providing high quality, economical and efficient duplicating services utilizing exceptional customer support assistance.

GUIDELINE FOR USING DUPLICATING SERVICES

Can Duplicating process all my job requests?

Duplicating will process all material left off for duplication according to the following guidelines:

The Coordinator determines whether a job request may be processed by Duplicating. The Coordinator may recommend the requester use the services of an outside vendor. In these cases, the requester/department is solely responsible to work with the vendor, provide the funding and route their request through the SCSU Purchasing department in accordance with SCSU purchasing procedures. Reasons for denying a request include: a job is too large for the university's equipment capabilities, the request is in violation of federal copyright law, time restraints cannot be met.

Allow sufficient time for processing:

Please allow adequate time to process a duplicating request; we suggest (5) business days for average copy jobs. Large complex jobs may require more time. Emergency rush jobs will be handled whenever possible, on a case-by-case basis and must be approved by the Coordinator or his designee. During times of high volume, two weeks prior or two weeks into a semester's start, please plan on submitting your request as early as possible to beat the rush.

What materials can I have duplicated?

Academic/Classroom Material:

Automatic approval is granted for the duplication of syllabi, tests, worksheets or other items for classroom use provided the material does not exceed one copy per student in a class section and is not in violation of federal copyright law.

Large Duplicating Projects:

Handbooks, lab manuals, flyers etc. may require special handling or additional authorization.

Compliance with Copyright Law:

Duplication of copyrighted materials must conform to copyright law. If multiple copies of copyrighted materials are requested, the faculty member must present a letter from either the publisher, or the holder of the copyrighted material granting permission for such duplication.

Duplicating reserves the right to reject any request for duplication if such request is in violation of the copyright law. In the event a job request is rejected it will be forwarded back to the requester/department. For more information regarding copyright law, please log on to the following web site: <http://www.loc.gov/copyright/>

Exams and quizzes: To insure the confidentiality of exams and quizzes, either yourself or a designated staff member, such as your departmental secretary, must duplicate the material. For security reasons, Duplicating staff will not copy exams or quizzes. The Duplicating staff may only assist with the operation of the walk-up copier. An appointment must be scheduled with the Duplicating Department for this purpose. Schedules of exam/quizzes copying appointments are posted daily on the walk-up copier. These appointments take precedence over general use walk-up copier customers. During final exam periods, appointments should be scheduled one week in advance.

Will my job be delivered on completion?

Yes-Unless you select another option on your copy request form, your completed job will be placed in the internal mail delivery system,

Checking on a job submitted for duplication:

If you have not received your job, please first check with your department secretary to be certain the job hadn't arrived and is placed somewhere within your department. If your job is still missing, please call the Duplicating Department's main number (25267) and ask for assistance.

Who do I contact for assistance?

For general questions regarding our services, please call the Duplicating Department's main number 2-5267 and ask for assistance. During the early planning stage of a large or complicated copying project to ensure that your project is cost effective, efficient, and timely, questions may be directed to Richard J. Fabish, Coordinator of Duplicating & Mail Services (fabishr1@southernct.edu) Extension: 25266.

