

TO: History Faculty

RE: Photocopying Policy for Instructional and Research Work

Copying requests can be placed in the tray provided in Room 220. A work form is available for specific instructions.

Material will be photocopied in the order of submission. Instructional materials, especially examinations, will receive highest priority. ***Exams and class handouts should be placed in the tray at least three working days before they are needed. Manuscripts and articles, depending on the length, should be turned in at least one to two weeks before date requested.*** Sufficient lead time will allow Sheila to meet all copying requests in a timely manner.

Please exercise restraint in running copies of instructional materials. For copies of material over 25 pages, four copies of classroom material may be made and placed on reserve in the library for use by your students. You can also use the scanner in Sheila or Vici's office to scan and email material to students (paperless).

Research material is limited to 200 copies per month at no cost. Copies over 200 are \$.08/each. Checks are to be made payable to UGA.

The department also has Bulldog Bucks cards for copying at the Library of material that cannot be removed from the Library. These cards have small balances so copying is limited. Sheila and Vici have these cards when you need them.

Thanks for your help in these matters.