

PHOTOCOPYING POLICY

Copying requests can be placed in the tray provided below. A work form is available.

Material will be photocopied in the order of submission. Instructional materials, especially examinations, will receive highest priority but please be considerate on time. **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 also be turned in at least one to three weeks before date requested.** Sufficient lead time will allow staff 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 may also feel free to make copies on either copier in the front office-but keep to 10 copies or less. Bigger requests go through the staff.

If you need to copy materials that cannot be removed from the libraries, please use the departmental Bulldog Bucks card. Cilla (Main Office) and Sharon (Rm. 202) have a Bulldog Bucks card for copying needs.

Scanning can be done in the main office room 220, room 202 or on the scanner in the computer lab.