

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 4.0 COPYING SERVICES POLICY

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| Policy #: | II – 4.0 |
| Effective: | |
| Revised: | September 18, 2006 August 19, 2008 July 20, 2009 |
| Responsible Dept.: | VPFAS |

1. GENERAL

Copying services are provided for faculty and staff instructional and business copying. Pay copiers are available for student use and for personal copying by faculty and staff. The use of non-pay copiers for personal copying is not permitted.

2. COPY CENTER

The College operates a central Copy Center in Room 601 of the Main Building. The center is equipped with two black and white copiers and a color copier. One of the black and white copiers is available for walk-up use. The other black and white copier is a high-capacity copier for drop-off jobs. Use of drop-off service is encouraged, in that copies made on the high-capacity copier cost less than copies made on the walk-up copier or on the convenience copiers located around the campus. The Copy Center stocks colored paper and colored card stock, and has three-hole punch, stapling, and spiral binding capabilities.

Students who require copying services should use one of the pay system copiers in the Jessup Library or the walk-in computer lab.

The Copy Center is open from 7:00 a.m. to 7:30 p.m., Monday through Friday, during the school year. Summer hours are adapted to the summer work schedule.

3. COLOR COPYING

Color copying is significantly more expensive than black and white copying. As such, color copying will only be used when color is required for the material to be fully meaningful. Color copying is not to be used for text only documents.

Requests for color copying exceeding 25 impressions must be approved by a division dean or director. In addition, any color job which exceeds 200 impressions must be approved by a member of the President's executive staff. Color jobs must be requested using the PVCC Copy Request Form. All color jobs will be logged by Copy Center staff.

4. STUDENT USE PAY SYSTEM COPIERS

The Jessup Library is equipped with two copiers that operate on a pay card system. A pay copier is also located in the walk-in computer lab (Room 832) in the Technology Wing of the Main Building. Cards to operate these copiers may be purchased from vending machines in the library and in the walk-in computer lab. These machines also accept cash. The pay copiers are primarily for student use, but they are also available for pay personal copying by faculty and staff.

5. CONVENIENCE COPIERS

Convenience copiers have been placed at various locations around the campus. These copiers are available for faculty and staff instructional and business copying. An access code is required for walk-up use of these copiers. In addition, the convenience copiers serve as printers for jobs sent directly from personal computers. An access code is not required to send print jobs from a personal computer to one of the copiers. All that is needed is enabling software installed on the personal computer. Please contact the Help Desk (Extension 5261) if you need assistance accessing a copier from a personal computer. The cost to print to a copier is significantly less than the cost to print to a laser printer. For this reason, laser printers

will only be used for drafts and for single copies of small jobs.

6. KEY OPERATORS

Each of the distributed convenience copiers has one or more key operators assigned to assist with minor problems. The Copy Center (Extension 5248, E-mail copycenter@pvcc.edu) should be contacted when the key operator is unable to solve a problem or is otherwise unavailable.

Key operators are responsible for assigning access codes and maintaining a record of assigned codes.

7. COPYING FOR INSTRUCTIONAL USE

Faculty and staff will abide by copyright rules and generally accepted standards of fair use. Copying for instructional use must not substitute for student purchase of textbooks, workbooks, publisher's reprints, periodicals, or other instructional materials that would normally be purchased by students. Instructors will not copy to create and distribute anthologies, compilations, or collective works. Additional guidance regarding copyright can be found on the Jessup Library website at www.pvcc.edu/library/copying.htm .

8. COPYING FOR OFF-CAMPUS DISTRIBUTION

Materials for off-campus distribution that are designed to market college programs and services to general and distinct audiences must be approved by the Office of Institutional Advancement before they are copied. All such materials must project a favorable and accurate image of the college and be consistent with college graphics standards. Materials will be reviewed within two working days of submission. In order to ensure the desired outcome, departments and offices are urged to discuss their projects with the appropriate Institutional Advancement staff well in advance of the due date.

In cases where on-campus color copying replaces jobs that were previously outsourced by a department or office, the department or office will be charged for the job at cost, including supplies and labor.