

# Piedmont Virginia Community

## Section II – Administrative Policies (General)

### II – 4.0 Copying Services Policy

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Policy #:	II - 4.0
Effective:	January 2024
Revised:	August 2024
Responsible Dept:	Office of the Vice President of Finance & Administrative Services

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#### 1. Purpose

The general purpose of the Copying Services is to provide quality, timely, and efficient printing and copying services to the Piedmont Virginia Community College community to best support its academic and administrative programs.

#### 2. Policy Statement

The overall objective of the Copying services is to provide consistent, high-quality, efficient printing and copying needs to meet the requirements of the college, where the provision of the service can be cost-justified.

#### 3. Other General Information

The College operates a central Copy Center in Room 601 of the Main Building. The center has 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 and/or sending copy jobs via email to [copycenter@pvcc.edu](mailto:copycenter@pvcc.edu) 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. Large copy jobs should not be sent to the walk-up copier. Those jobs can be emailed to [copycenter@pvcc.edu](mailto:copycenter@pvcc.edu) for completion.

The Copy Center stocks colored paper and colored card stock and has three-hole punch, stapling, and spiral binding capabilities. Print jobs requiring specialty services, such as laminating, binding, folding, etc., may take up to two business days to complete.

The Copy Center is open during the school year Monday through Friday from 8:00 AM to 5:00 PM. Summer hours are adapted to the summer work schedule.

#### 4. Applicability

Printing services provide in-house printing and copying services (instructional & business job orders) to the college community, and every college employee is responsible for complying with this policy. Pay copiers are available for student use and for personal copying by faculty and staff. Students who require copying services should use one of the pay system copiers in the Jessup Library or the walk-in computer lab in the main building.

## 5. Procedures for Implementation

### 5.1 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. Color jobs must be requested using the PVCC Copy Request Form or via email at [copycenter@pvcc.edu](mailto:copycenter@pvcc.edu). Signed or email approval from the division dean or director is required before printing. All color jobs will be logged by Copy Center staff.

### 5.2 Laminating

Laminating requests should be kept to a minimum. Copy Center staff will advise the vice president for finance & administrative services when requests for laminating services are excessive.

### 5.3 Students use pay copiers

The Jessup Library has two copiers operating on a pay system. A pay copier is also located in the new Bolick Center. These machines accept cash. The pay copiers are primarily for student use but are also available for pay personal copying by faculty and staff. Copies are \$0.05 each for black and white, and \$0.25 each for color.

### 5.4 Convenience copiers (Multifunction Copiers)

All departments on campus have at least one multifunction copy machine (convenience copiers) available for faculty and staff. Most of these copying machines can print, copy and scan to fax or email for instructional and business printing in-house use. In addition, these 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. Please contact the Help Desk (Extension 5261) if you need assistance accessing a copier from a personal computer. The cost of printing to a copier is significantly less than the cost of printing to a laser printer. For this reason, laser printers will only be used for drafts and for small jobs.

### 5.5 Key operators

Each distributed convenience copier has one or more key operators assigned to assist with minor problems. Please contact the Copy Center (Extension 5248, E-mail [copycenter@pvcc.edu](mailto:copycenter@pvcc.edu)) for a list of key operators. The Copy Center should be contacted when the key operator cannot solve a problem or is otherwise unavailable. Additionally, the key operator is also responsible for monitoring the copy machines' supply inventory on-site and must ensure the availability of adequate supplies of copier paper and dry ink cartridges.

### 5.6 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 students would normally purchase. 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 <http://libguides.pvcc.edu/copyright>.

### 5.7 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. 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.

Prior to outsourcing printed materials, faculty or staff should contact the Copy Center to ensure the copy job cannot be done in-house.

### 5.8 Employee copies

In addition to the pay copiers in the library and the computer lab, PVCC employees may utilize the services of the copy center as follows:

- Instructional and business copies will take precedence over personal copy jobs.
- Personal copy jobs will not be considered “rush” jobs under any circumstances.
- Personal copy jobs must be in final, copy-ready format when submitted for copying.
- Copy machines are for non-commercial use only.
- Please allow at least 48 hours for personal copy jobs. More time may be required during peak copy center rushes.
- The cost for black and white copies is \$0.05 per page, and \$0.25 for each color page. The cost for color paper is an additional \$0.02 per page, and an extra \$0.05 per page for card stock. Prices for personal copy jobs are also posted in the copy center.
- Personal copy jobs will be taken to the cashier’s office daily. The employee will receive an email when the copy job is completed and ready for pickup. Payment is due to the cashier at the time of pick up.
- Large jobs and/or special requests may require approval from the office of the vice president for finance and administrative services.