

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 4.0 COPYING SERVICES POLICY

Policy #:	II – 4.0
Revised:	September 18, 2006 August 19, 2008, July 20, 2009 February 17, 2014, July 16, 2015 March 25, 2016
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. 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, or the pay system copier in the Keats building.

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 and/or sending copy jobs via email to 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 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 from 7:30 a.m. to 7:30 p.m., Monday through Thursday and 7:30 a.m. – 5 p.m. on 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. Color jobs must be requested using the PVCC Copy Request Form or via email at copycenter@pvcc.edu. Signed approval or email approval from the division dean or director is required prior to printing. All color jobs will be logged by Copy Center staff.

4. 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. STUDENT USE PAY SYSTEM COPIERS

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

6. 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.

7. 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.

8. 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 <http://libguides.pvcc.edu/copyright>

9. 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.

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

10. 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.

- Prices for personal copy jobs are 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 pick up. 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.