

## (PROCEDURE)

<b>Procedure:</b>	Copying-Printing-Duplicating	<b>Procedure No.:</b>	GA2005.2
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	GA2005
<b>Procedure Owner:</b>	General Administration	<b>Responsible Party:</b>	Copy Center
<b>Approved:</b>	November 27, 1990		
<b>Revised:</b>	(DATE)		

1. General Guidelines:

The College's Copy Center provides copying, duplicating and printing services for classroom instructional purposes and for administrative/support purposes.

2. User Responsibility:

It will be the responsibility of the user to guarantee that all copyright regulations are adhered to prior to Copy Center requests.

3. General Practice:

- A. It will be the general practice of the Center to function in a cost effective, environmentally responsible way.
  - a. Use of white recyclable paper over color paper.
  - b. Use of both sides of a sheet of paper wherever possible.
  - c. Use of most cost effective paper quality for general purposes.
- B. Non-classroom duplicating requests will require the approval of a Chair/Director or supervisor.
- C. Requests for work unrelated to College business will not be honored.
- D. Requests for manuals, texts, or any bound text-like work for use by students in the classroom will not generally be honored. Such texts represent expenses which should legitimately be borne by the students and can be published "on campus" by The College Bookstore and sold to students.

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Reclassification</i>	01/26/2021	DL	<i>Assistant to the President</i>