
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: DUPLICATING SERVICES

NUMBER: PRO 2-02

REFERENCE:

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I. PURPOSE

To establish procedures for the routine, day-to-day operation of campus duplicating operations.

II. SERVICES PROVIDED

- a. The Duplicating and Mail Clerk, working under the general supervision of the Publications Specialist within the College Relations Department, operates the main duplicator(s) within the Central Duplicating Department located in the Lecture Hall Building (Bldg. 4).
- b. Faculty secretaries, working under the direction of the Vice President of Educational Services, provide limited support for full-time and adjunct faculty using those copiers/duplicators on which they have been trained.
- c. Walk-up copiers are located in designated areas, offices and/or departments for the convenience of the faculty/staff working therein (Refer to enclosure (1) for a list of authorized locations and machine types).

III. OPERATING HOURS

- a. Routine duplicating support can be obtained through the Central Duplicating Department from 7:30 A.M. to 3:30 P.M. Monday through Friday, except for holidays (The Duplicating and Mail Clerk departs the campus with the final mail delivery at approximately 3:30 P.M. each day in order to reach the Post Office and complete all transactions not later than the 4:00 P.M. end of his/her normal work day).
- b. Walk-up, convenience copiers may be utilized by authorized personnel during the normal hours of operation of the office/department in which located.
- c. Duplicating services may be obtained by faculty members after normal working hours Monday through Thursday by contacting the Evening Faculty Secretary.

IV. PROCEDURES

- a. Copy machines/duplicators are provided for official College use only. No personal copy work is permitted without the express consent of the administrator in charge **and** prior arrangement with Financial Services for reimbursement of the costs involved.
- b. Walk-up, convenience copiers are funded by the department (cost center) in which located or otherwise assigned for accounting purposes. The Cost Center Manager shall be responsible for all costs involved in the acquisition, maintenance, operation and replacement of these machines.

NOTE: Inclusion on the Walk-up, Convenience Copier Authorization List (Enclosure (1)) does not, in and of itself, guarantee the availability of a copier for that location. Funding for the acquisition and operation of the machine must also be obtained by each area through the normal budget process.

- c. When possible/feasible, all duplicators and/or all walk-up, convenience copiers shall be bid as a single package in order to obtain the most advantageous pricing. Cost Center Managers should make their copy machine needs known via the annual budget for acquisition or replacement of budget a copier within their department.
- d. Duplicating costs are charged back to the user. To the maximum extent possible, all copiers and all duplicators shall be equipped with an electronic "copy controller" or other such device designed to keep count of the number of copies run by the actual user (cost center). No work can be performed by the Central Duplicating Department without prior authorization from Financial Services in the form of an assigned Cost Account Code.
- e. The main duplicators are intended for those projects requiring twenty (20) or more copies, or which consist of ten (10) or more originals. Smaller projects should be copied on one of the other machines available on campus. It is considerably less costly to operate the main duplicators in comparison to the smaller copy machines.
- f. It is the goal of the Central Duplicating Department to complete all duplicating projects within one working day of the date received. However, originators should plan to submit all requests at least three working days prior to the date/time needed to ensure timely completion (Preventive maintenance requirements, machine malfunctions, higher priority requests, difficult assignments, etc. may interfere). A Routine Duplicating Request Form (ADM-006) shall be submitted with each original document. Duplicating projects requiring binding materials, special covers, heavy cover stock, colored paper/ink, etc. will also require the submission of an Internal Supply Requisition (B0-008) to account for the extra costs involved. Contact the Duplicating and Mail Clerk for current prices and/or assistance, if needed.
- g. Projects needed sooner than three working days after submission, or work that must take priority over all existing requests, shall be submitted using a Priority Duplicating Request Form (ADM-007).

- h. Unless specifically authorized to delay completion, all work will be done in the order received (Priority requests take precedence over routine requests).
- i. Full-time faculty not teaching during the summer terms are encouraged to submit their initial course material requirements for the Fall Term, if known, prior to their departure for the summer.
- j. Original documents should be submitted in "camera ready" condition, fully prepared to be copied ("Cut and paste" jobs, staples, dog-eared paper, light copy, etc. increase the difficulty of the job and, in turn, could cause a delay in completion and/or an adverse effect on finished quality).

V. SECURITY OF TEST MATERIALS

Under no circumstances shall exams, tests, quizzes or other test material be left unattended or unsecured, be permitted to be handled by student assistants, or be left in view of students and/or student assistants. If any such material must be submitted in the absence of the Duplicating and Mail Clerk, it shall be turned over to the College Publications Specialist or to a Faculty Secretary for safekeeping pending final submission to the Duplicating Department.

VI. DUPLICATING COST REDUCTION PROGRAM

- a. Personnel using these services are encouraged to keep expenses to a minimum. The following action is recommended:
- b. Use electronic mail (E-Mail) to the maximum extent feasible.
- c. Use the Faculty/Staff Bulletin for the dissemination of routine, campus-wide information whenever possible.
- d. Use Central Duplicating Department services for all work requiring twenty or more copies and/or consisting of ten or more pages.
- e. Use regular, 20 lb. bond white, 8 1/2 X 11 copy paper and black ink unless the use of other, more expensive paper/ink is essential.
- f. Duplex (Two-sided copy) all documents of two or more pages.

NOTE: Unless specifically instructed otherwise, the Duplicating Department will duplex all documents.

- g. Do not produce and/or distribute more copies than are absolutely necessary.

VII. COPY PAPER

Copy paper for walk-up, convenience copiers or for other purposes may be obtained by submitting an Internal Supply Requisition (BO-008) to the LSSC Duplicating Department, or to the L-SCC Shipping/Receiving Department. Contact the Duplicating and Mail Clerk or the Shipping/Receiving Clerk for current prices.

VIII. COPYRIGHTED WORKS

- a. The U.S. Copyright Law (Title 17, United States Code, entitled "Copyrights") grants exclusive rights to authors as an inducement to create intellectual works and the right to make copies of a copyrighted work is one of those exclusive rights. Thus, one can make copies without permission only if such copies qualify as a "fair use" under the law. Accordingly, it shall be the responsibility of the originator to ensure that those materials submitted for duplicating do not infringe on existing copyrights. The following guidance is provided:

- b. 17 USC, Chapter 1, Section 106: Exclusive Rights on Copyrighted Works.

The owner of a copyright under this title has the exclusive right to do and to authorize any of the following:

1. Reproduce the copyrighted work in copies or phono-records.
2. Prepare derivative works based on the copyrighted work.
3. Distribute copies or phono records of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease or lending.
4. In the case of literary, musical, dramatic and choreographic works, pantomimes and motion pictures and other audiovisual works, perform the copyrighted work publicly.
5. In the case of literary, musical, dramatic and choreographic works, pantomimes and pictorial, graphic or sculptural works, including the individual images of a motion picture or other audiovisual work, display the copyrighted work publicly.

- c. 17 USC, Chapter 1, Section 107: Limitations on Exclusive Rights: Fair Use.

1. Notwithstanding the provisions of Section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phono records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use is a fair use, the following factors shall be considered:
 - i. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes.
 - ii. The nature of the copyrighted work.
 - iii. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
 - iv. The effect of the use upon the potential market for, or value of, the copyrighted work.

d. Examples

1. Copying portions of a news article may be fair use. Copying from a workbook designed for a course of study is not.
2. Photocopying or duplicating by an individual for his or her personal use, as long as it is a single copy of an article, short poem or small portion of the work as a whole, is generally considered fair use.
3. Fair use allows faculty, acting on their own, to copy small portions of a work for the classroom (The number of copies cannot exceed the number of students in the class and the number of times the copies may be used in any one class must be limited), but does not permit the College (Duplicating Department) to do so.
4. Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiples, is not considered fair use.
5. If resulting economic loss to the copyright owner can be shown, even the making of a single copy of certain materials may be a violation.

e. How to Request Copyright Permission.

Federal courts have affirmed the need to obtain permission to use copyrighted works in College courses. To obtain this permission, the instructor must:

1. Request permission at the same time textbooks are ordered (the earlier the better to permit publishers the time needed to research the extent to which permission may be granted).
2. Direct the request to the publisher's "Copyrights and Permissions Department", not to the author (if the publisher does not control the rights, he/she will provide information as to whom to contact).
3. Include all of the following information in the request:
 - i. Author's, editor's and, if appropriate, the translator's full names.
 - ii. Title, edition and volume of book or journal to be copied.
 - iii. Book ISBN. Magazine/journal ISSN.
 - iv. Numbers of the exact pages, figures and/or illustrations to be copied.
 - v. If requesting to copy a chapter or more, provide both the exact chapter(s) and exact page numbers to be copied.
 - vi. Number of copies to be made.
 - vii. Whether the material will be used alone or as a part of other photocopied materials.
 - viii. Name of College.
 - ix. Course name and number.
 - x. Term and year in which material will be used.
 - xi. Instructor's full name.

4. Request permission whether or not the work is in print.
5. Provide a complete address, telephone number and name of a contact person in case there are any questions.
6. Contact the Association of American Publishers, 220 East 23rd St., New York, NY 10010 (Telephone (212) 689-8920) if additional information as to how to obtain copyright permission is required.

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