

## **MEDICAL CENTER CAMPUS QUICK COPY GUIDELINES**

### **SERVICES**

#### **MEDICAL CENTER CAMPUS QUICK COPY REQUEST FORMS**

The Quick Copy Center is located in room 1178, Ext.74365. A "Medical Center Campus Quick Copy Request Form" must accompany all Quick Copy jobs. The form must be signed by the department chairperson.

All jobs will be assigned a control number when submitted to the Quick Copy Center. That number will be inserted on the request form. All inquires about individual jobs must refer to that number. The numbered request form must be presented to the Quick Copy Center when picking up completed work.

#### **COPYRIGHT MATERIAL**

The requestor is responsible for compliance with current federal copyright laws. A copy of compliance guidelines entitled "Reproduction of Copyrighted Works by Editors and Librarians" is available to requestors in the Quick Copy Center and the Campus Library.

Quick Copy personnel will screen copyright material. All federal, local and MDC copyright rules will be followed explicitly. If the answer to the question "Does any part of the attached materials contain copyright?" on the front of the request form is "Yes," the " Authorization to reproduce copyrighted material" section of that form must be signed by the requestor and dated. The Quick Copy Center will not accept any request not properly executed.

#### **FUND 2 REQUIREMENTS**

Jobs produced for Fund 2 accounts must be accompanied by a Journal Entry request signed by the project director. Jobs will be billed at the established rate using industry standards.

#### **CAPABILITIES OF MEDICAL CAMPUS' QUICK COPY SERVICES**

1. Quick turnaround for classroom handouts, memorandums, tests, etc, on 8 1/2"x11" and 8 1/2"x14"-
2. Minimum 20 copies per master. Job requests for fewer than 20 copies should be run on departmental copiers.
3. Maximum 1000 copies per master. Job requests for more than 1000 copies per master must have the approval of the Quick Copy Supervisor.
4. Bindery capabilities include: collating (collated jobs will not be divided by color sheets); stapling (maximum 100 sheets); 3- hole punch; cutting and folding.
5. All copies will be made on standard 20 lb. 8 1/2"x11 " & 8 %z" x14" white paper only (color paper, letterhead and special stocks must be supplied by the department).
6. A "copy" is defined as a single impression. Thus, one page printed front and back equals two copies.

## **QUICK COPY SERVICE RESTRICTIONS**

1. All jobs with more than one master will be copied on both sides of the paper. One-sided copies requested on jobs with more than one master will require a Dean's signature.
2. Reference manuals, guidebooks, textbooks, workbooks and related materials may not be duplicated in the Quick Copy Center. See copyright material section.
3. **COPIES WILL BE AN EXACT DUPLICATE OF YOUR ORIGINAL. IF YOUR ORIGINAL IS LIGHT OR DARK, CROOKED OR OFF CENTER ON THE PAGE, YOUR COPIES WILL BE, TOO.**

## **COMPLETED COPY JOBS**

The requester will be notified by phone when the work is ready to be picked up. Requesters must bring their copy of the "Medical Center Campus Quick Copy Request Form" when picking up completed work. If the completed job cannot be hand carried (must be in a box), the Quick Copy Center will notify the requester. It is the requester's responsibility to make arrangements for Campus Services to pick up the job and deliver it to the appropriate department. Every effort should be made to pick up completed work the same day the requester is notified.