Provisional Policy on Photocopying, September 2007

Our faculty and staff is larger than it used to be so we need to revise the process for photocopying materials for teaching and research. At present there is one photocopier in the Dean’s office which is quite old and frequently breaks down even though we have a regular maintenance contract to keep it in working order. There is another photocopier in the business center on the second floor and a third machine is located in the kitchen (although the location of this machine is under consideration) One or two of these machines will be available to everyone on a “pay for copy” basis similar to the system that is used in the McKeldin Library. However, the university is still negotiating contracts for this service, and we have to wait for an agreement to be made. Bev Brown is involved in these discussions, and she will keep us informed as the university progresses towards a decision.

In addition to the “pay for copy” system, the photocopy machine in the Dean’s office and the Business Center will be set to use codes, and faculty and GAs will be given codes for specific purposes so that they do not have to pay themselves for copying that should be charged to research accounts or the college. Copying will be charged to budgets managed by the Director of Administrative Services (i.e., Kathleen’s office). This will go into effect within the next several days.

At present there are three ways to make copies of materials available to your students, researchers and colleagues, and each is briefly outlined below.

1. **Put it online.**
   Before rushing to get anything copied think about putting it online. You can create a personal website or use the Blackboard system. The latter is easy if the material is already in electronic format as you can just paste your material in (if you prefer not to design a web page). If the material is in paper format, then you can scan it. Bev Brown has offered repeatedly to help anyone who needs help or to help their GA with Blackboard setups.

2. **Send Bulk photocopying to the University Copy Centers**
   If you have bulk copying (which I define as anything over 30 copies of a sheet – i.e. a two page document would count as 30 x 2 = 60 sheets), then please either take it to one of the University Copy Centers yourself, or ask Amy to send it for you. Often the Copy Center returns the copying by the next day, but in order to be sure to get your materials back on time you need to leave 3 days including the day you give it to Amy and the day you will get it back.

   You also need to tell Amy if the copying is for: 1) teaching, 2) a research project/grant, or 3) administration because there are accounts and/or subcodes for each.

   If you decide to take or collect the copying yourself there are copy centers at: Stamp Student Union (x 5-2679), Computer and Space Sciences Copy Center (x 5-2966),

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Tydings Copy Center (x 5-5500) and there are others. Amy has a complete list with full contact information.

3. Photocopy in the Dean’s Office
The photocopier in the Dean’s office is primarily for administration, and you should avoid using it if at all possible.

Recording and paying for photocopying

Each person’s photocopying will be tracked via the codes on the machines and records of jobs sent to the Copy Center. We don’t want an environment in which we have to “police photocopying” so we are asking you to please be considerate and to think carefully each time you make copies about whether you actually need them. Copying for research purposes should be paid for from research grants, so next time you write a proposal please think about how to include these costs.

If we observe excessive photocopying requests we will review them and will contact you for an explanation, which will cause a delay. If problems persist we will then have no choice but to set individual limits. We would all prefer to avoid going this route, so please monitor yourselves; don’t forget that we live in a digital age in which materials can be put onto a website.

Jenny Preece, Dean, September 13, 2007