

# Westfield State University

Policy concerning:

**Section** Administrative

**Number** 0050

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APPROVED: March 1991

REVIEWED: April 2007

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## COPY CENTER

### PURPOSE

To provide campus departments and approved organizations with copy services including but not limited to black and white, digital and color copying, binding and other finish services.

### POLICY

#### A. COPY CENTER SERVICES

1. The Copy Center provides copying, printing and binding services for university-related work. In order to conserve resources, two-sided copying is encouraged.
2. The Copy Center does not print envelopes or stationery. The department of Purchasing conducts bids for this purpose.

#### B. STANDARD COPY CENTER REGULATIONS

1. The Copy Center will not accommodate personal copy requests.
2. Departments are responsible for all work order requests and subsequent charges to their Banner Accounts.
3. Work order forms from student organizations must include the appropriate fund and organization code.
4. Examination materials will be copied by Copy Center permanent employees only. Student staff will not have access to examination work orders. The printed material will remain stored in a locked closet until time of retrieval.
5. Only authorized personnel will be admitted to the Copy Center.
6. The Copy Center staff will comply with federal copyright laws in the performance of their duties.
7. A work order form must be properly completed for every job and must be

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signed by the department head or designee, or the job will not be processed.

8. The originator of the document is responsible for the quality and accuracy of the document original. Copy Center staff is not responsible for proofreading errors. In the event that a job must be done over due to an error on the part of the originator, the job will be prioritized behind previously scheduled work.
9. All multiple page jobs exceeding 100 pages must have a sample run approved and signed by the originator prior to completion of the work order.

## **C. COPY CENTER WORK ORDER RESPONSE TIME**

1. The Copy Center may require up to three (3) business days for all lengthy or multiple process jobs.
2. A minimum of two (2) weeks is required for large jobs that require binding.
3. "Emergency Jobs" that interrupt previously scheduled work must be accompanied by a work order signed by the area Vice President or department head/chair.
4. Whenever possible, Copy Center staff will always attempt to complete small jobs while you wait. This type of window service will be available on a first-come, first-serve basis.

## **D. PRICING**

1. Copies on white and color paper stock in 20 lb. weight are priced at .03 per page for standard copies. (Paper prices are subject to change through state contract price schedules.)
2. Color copying is charged at .15 per page. Volume discounts are available for jobs exceeding 250 copies.
3. There is a wide variety of paper stock available and pricing will be quoted by the Copy Center Supervisor per request. If a department provides their own stock, the cost will remain at .03 per page.

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## REVIEW

This policy shall be reviewed annually by the Assistant Vice President of Administration.