

West Campus Copy Center Operational Guidelines CG-28

Goal: To provide for the reproduction of materials for use by Faculty, Staff and Administration of Pima Community College West Campus.

Operating Hours:

Spring and Fall Semesters

Monday through Friday 7:00 a.m. – 3:30 p.m.
Closed for lunch Mon. – Thur. between 11:00 a.m. – 12:00 p.m.
Closed for lunch Fridays only between 10:45 – 12:15

Procedures:

1. Requests for copies will be done on a first come/first serve basis.
2. A completed West Campus Copy Center form (revised July 2009) with the appropriate account number must be submitted with each request for service. Forms must be **legible** using blue or black ink. Forms are available in division offices and the Copy Center (CG-28). **Job Requests with incomplete information will be returned and no copies will be made until it is returned completed to the Copy Center.**
3. All Job Request forms **must** have a due date and a time needed filled in the appropriate spaces or the job will be placed at the back of all other work received and copied last.
4. Master copies of news articles, pages from books, magazines, periodicals etc., **must be made prior** to submitting requests to the Copy Center and must be 8½ " x 11", 8½ " x 14 or 11" x 17".
5. All copies will be made on standard 8 ½" x 11", 20 lb. white paper unless an alternate request is made on the job form.
6. **All originals must be in good condition.** Paste-up materials must be on standard 8 ½" x 11" white paper and be **taped completely on all four sides** so they will not become detached. All staples and paper clips **must be removed from the originals.** All pages must be in the proper sequence. Anyone wishing to use materials other than those provided must supply them, i.e., special covers, letterhead, brightly colored paper, etc.

7. A Job Request Form **must** be filled out for each original that needs the copies stapled separately whether the same amount of copies is needed or not. Also a separate form should be filled out for any originals that need different amounts of copies. The Copy Center personnel cannot collate separately stapled copies. All work will be returned with its Job Request Form paper clipped to the originals on top of the copies.
8. The requester must ensure that the American with Disabilities (ADA) statement is included when applicable.
9. The College and its employees are legally and ethically bound to observe copyright laws.

The copyright laws of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

The institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

10. Individuals encountering problems or dissatisfaction with the Copy Center service, should contact the supervisor, William Nay at 206-6046

Toshiba eStudio 901 Features:

1. **Collating** – print jobs can be collated.
2. **Reduction/Enlargement** – the Toshiba eStudio 901 is capable of reducing to 25% and enlarging to 400% in 1% increments.
3. **Stapling** – A single staple in the top left corner of the page (11" side) or a double staple on that side can be performed. Also a single staple (in the corner) or a double staple on the short side (8 ½") can be performed. A total of 100 sheets of 20 lb. paper can be stapled in one packet.
4. **Hole Punching** – Three holes on the 11" side or 2 holes on the 8 ½" side can be punched as the pages are copied.
5. **Image Quality** – can be controlled for photos, colored backgrounds, blue text, light originals and paste-ups.
6. **Trimming** – can trim off (not copy) the actual image from all edges.

7. **Background Numbering, Pagination, Preset Stamp and Date Stamp** – The Toshiba eStudio 901 can perform all these functions with limitations.
8. **Slip Sheets** – colored 8 ½" x 11" colored slip-sheets can be added between pages for separation.
9. **Covers** – can be added to the front and/or back of a document. Cover stock colors available are blue, gray and white.
10. **Paper Sizes Available** – 8 ½" x 11", 8 ½" x 14" and 11" x 17".
11. **Paper Colors Available** – white, blue, yellow, green, pink, ivory, lilac, gray and goldenrod in 8 ½" x 11" only. 8 ½" x 14" and 11" x 17" are available in white only. 8 ½" x 11" clear transparencies are also offered.

The Toshiba eStudio 901 cannot:

1. Fold documents. (See below.)
2. Cut and paste items on a page.
3. Tape bind books.

Folder

The Copy Center has a folder available for use by the Staff, Faculty and Administration of Pima College. It is available for use during the Copy Center's operating hours. The Copy Machine Operator will be available to help with any problems encountered with it.