

# Departmental Copy Policy

As always at the beginning of the semester the staff is extremely busy. We ask that all class materials be placed in the copy box with a full day advanced notice. This will grant the staff and student workers time and ability to accommodate the needs of all instructors.

Due to the sheer volume of copy requests that must be completed, it is of the utmost importance that you adhere to the below policies.

- An entire book cannot be copied or PDF for research proposes (we will copy chapters, but please don't bring in the same book one week at a time).
- 24 hours—8 working hours/a full business day—minimum is needed to complete copy requests.
- 48 hours minimum is needed to copy or PDF a book for class instruction (e.g., when the book store fails to deliver).
- The staff needs one-week for large jobs of 500 pages or more.
- If at all possible, please do not send electronic requests, especially to multiple staff members. We've had instances where the same large job has been done by more than one person.

There are rarely more than one or two student workers on hand, and the Department does not have a bank of a dozen machines for copying. Therefore, we ask that you refrain from making any delayed copy requests.

**Please plan ahead.**