

DUPLICATING CENTER

The Duplicating Center was established to serve the duplicating needs of all divisions and offices of the College in one location. The Coordinator, Purchasing/Central Services is responsible for the day-to-day operation of the Center and will serve as liaison between the Center personnel and all users of the Center to insure that the best possible service is provided. The Executive Vice President is responsible for the overall operation of the Duplicating Center.

Besides the Duplicating Center, there are satellite machines placed in various locations around campus. These copiers operate with either the Highlander One Card or departmental account numbers. For the location of these copiers, contact the Coordinator, Purchasing/Central Services at ext. 8700. Copiers and related services are for faculty/staff use only. Students with copying needs may go to the Library.

Center Organization

The Duplicating Center has more than one mode available for duplicating requirements. The Duplicating Center Operator will determine which mode is appropriate for each requested duplicating job, depending upon size of job, difficulty, scheduling, economy, etc.

Services Provided and Billing for Services

In addition to duplicating, the Duplicating Center offers collating, stapling, punching, and stacking (or any combination thereof) of duplicated items. The charges for all services provided are posted on the "Duplicating Work Request" upon completion of the job and returned to the user. The Coordinator, Purchasing/Central Services reports the total amount charged, by account code, on a monthly basis to the appropriate departments. It is the responsibility of the user to insure that budgeted amounts are not exceeded.

Rates

Rates for duplicating work are established by the Executive Vice President and approved by the President. Rates are calculated on a cost (or break-even) basis. A schedule of current rates is available for inspection in the Duplicating Center.

A. Normal Conditions

1. Duplicating work of thirty (30) originals or less and fifty (50) copies or less of each original will be completed within twenty-four (24) hours, excluding weekends or holidays.
2. Duplicating work of thirty one (31) to fifty (50) originals and seventy-five (75) or less copies of each original normally will be completed within forty-eight (48) hours, excluding weekends or holidays.
3. If any run lengths longer than the above are required, the Duplicating Center Operator will advise as to the approximate time the work will be completed. However, normally all work will be completed within seventy-two (72) hours.
4. If a duplicating request is particularly difficult and/or will take an unusual amount of time to prepare for the actual duplicating work (e.g., suitable originals, etc.), it may be necessary to extend the completion time, depending on the amount of work already promised. The Duplicating Center Operator will advise the user of necessary completion time extensions.
5. If the requests already scheduled exceed the capability of the equipment, it may be necessary to extend the promised times on 1-4 above. The Duplicating Center Operator will advise the users at the time of the request of the expected completion time.

B. Special Situations

1. Users with large, specialized runs that have deadlines of significant importance to the College in general are requested to call in advance and make arrangements with the Duplicating Center Operator so that other work may be scheduled accordingly to insure that the specialized duplicating can be accomplished in a timely fashion without creating an undue delay in other work scheduled.

C. Priority Requests

Priority requests are those requests of such importance that they will be completed ahead of work already scheduled. The Coordinator, Purchasing/Central Services will honor priority requests only upon approval of the Executive Vice President who will consult with the appropriate vice president when appropriate.

Duplication of Copyrighted Material

The 1976 Copyright Act specifies that certain types of copyrighted material cannot be duplicated. The Duplicating Center Operator will, in most cases, make the determination whether or not particular material can be legally duplicated. In the event this determination cannot be made with guidelines available in the Duplicating Center, the Executive Vice President will make the final determination.

CRITERIA FOR COPYRIGHTED WORKS

The criteria for fair use of copyrighted works, together with the owner-user jointly developed guidelines, delimit the exclusive rights to copyright owners, especially in the area of reproduction for classroom use. Accordingly, an instructor may:

1. Make a single copy of the following:
 - A chapter from a book
 - An article from a periodical or newspaper
 - A short story, short essay, or short poem
 - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper
 - A short excerpt (up to 10 percent) from a performable unit of music such as a song, movement, or section, for study purposes
2. Make multiple copies (not to exceed one per pupil) for classroom use of the following:
 - A complete poem if less than 250 words
 - A poetic excerpt if less than 250 words*
 - A story, essay, or article if less than 2,500 words*
 - A prose excerpt of from 500 to 1,000 words
 - One illustration (chart, diagram, graph, drawing, cartoon, or picture) per book or periodical issue
 - An excerpt of up to two pages of "special works" containing words and pictures
 - Up to 10 percent of a performable unit of music (song, movement, section) for academic purposes other than performance
3. Make a single recording of student performances for evaluation, rehearsal, or archival purposes.
4. Make a single recording of aural exercises or examination questions using excerpts from recorded copyrighted materials.
5. Make an emergency replacement copy to substitute for a purchased copy that is not available for an imminent musical performance.

The instructor may also display a school-owned (or personal) copy of a copyrighted work to those in the presence of the copy. Section 109-b of the law makes it clear that this includes casting an image of the copy on a screen through the use of an opaque projector. The law does not allow an instructor to make a transparency-(beyond the fair use limitations) because this involves making a copy, which is an exclusive right of the proprietor.

The guidelines also list some prohibitions that were agreed to be reasonable interpretations of the four fair use criteria. They specify that instructors may not:

1. Copy to make anthologies or compilations or to replace or substitute for them.
2. Copy from works intended to be consumable (workbooks, exercises, standardized test booklets, and answer sheets).
3. Copy to substitute for purchase of books, periodicals, music or recordings.
4. Copy on direction from higher authority.*
5. Copy the same item from term to term without securing permission.
6. Utilize more than nine instances of multiple copying per course, per term.
7. Copy more than one short work or two excerpts from one authors works in any one term.
8. Employ a successful use of multiple copying developed by another instructor without securing permission from the copyright owner.**
9. Make copies of music (or lyrics) for performance of any kind in the classroom or outside of it, with the emergency exception noted above (No. 5).
10. Copy protected materials without inclusion of a notice of copyright.
11. Charge students more than the actual cost of the authorized copies.

*Numerical limits may be expanded to permit completion of a line of a poem or an unfinished prose paragraph.

**It was the thought of the members of Congress that the need to copy should result from the instructor's own spontaneous inspiration and the lack of time to get permission. The privilege that the owner grants exists to encourage creative teaching on the part of the individuals and to allow them to catch the "teachable moment."