



## COPY CENTER SERVICES (CCS)

**Mission:** The mission of the Copy Center Services is to offer cost-effective copying services to the university community, striving to provide quality and timely service to all academic and administrative units of the University.

**Types of Services Provided:** The Copy Centers offer the following type of services:

- High speed photocopying
- Collating
- Stapling
- Binding

### Location and Hours of Operation:

**North Campus:** Kitson Hall, Second Floor, M-F 8:30am-5pm

**South Campus:** Dugan Hall, Basement, M-F, 8:30am-5:00pm

**Work Request Form:** A completed "Authorization for Reproduction/Printing" form must accompany materials for copy center services.

**Copyright Permission:** The provisions of the Copyright Act govern the University's policy on the photocopying of published material for classroom use. In summary:

The reproduction of published works or printed matter in violation of the copyright laws is strictly forbidden beyond what is historically and legally considered as fair use and may place the user and the University in legal jeopardy. The fair-use principle means the extent that copyrighted material may be copied without the permission of the copyright owner and encompasses four conditions or tests:

1. The use to be made of copies
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work

Following are examples of what does, or does not, constitute fair use:

1. Fair use applies only to reproduction for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.
2. The fact that copying is for nonprofit use has no bearing on the question of fair use.
3. Copying portions of a news article may be fair use, but not copying from a workbook designed for a course of study.
4. Photocopying or duplicating by an individual for his/her personal use, as long as it is in a single copy of an article, short poem, or small portion of the work as a whole, is generally considered fair use.
5. Copying the whole of a work cannot be considered fair use.
6. Fair use would allow teachers, acting on their own, to copy small portions of a work for the classroom, but would not allow the College to do so.
7. Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiple ones, is not considered fair use.

8. If resulting economic loss to the copyright owner can be shown, even making a single copy of certain materials may be a violation.

Faculty are urged to plan reading lists with this information in mind and to request copyright permission well in advance. To obtain copyright permission, write to the publisher of the material you wish to use and include the following information.

Name  
Faculty position or title  
Name and number of course  
Academic term  
Publisher  
Date of Publication  
Page Number to be copied  
Number of copies to be made  
Date  
Signature

Please submit the permission letter to the CCS with the material being copied.

**Delivery and Pickup:** Most jobs are done within two to three working days, but some are completed in one. These times may vary and can fluctuate with the academic calendar, time of day or day of the week. The best way to ensure timely production is to contact the CCS prior to submission.

**Confidential Copying:** The staff at the CCS understands that certain jobs are private and must be kept that way. If your materials are of a private manner, simply let us know by placing the copy job in an envelope and marking "Confidential" on the outside of the envelope. This assures that your copies will be kept in a secure place, copied without examination by staff, and any extra originals or copies will be destroyed.

**Personal Copying:** Due to the large volume of College related work, the Copy Centers are unable to respond to requests for personal copying.

**Preparing Materials for the Copy Center:** To ensure your copies are of the highest quality:

1. Copy should be as clean as possible; imperfections will print along with copy.
2. Do not fold, staple or use paper clips on camera-ready copy.
3. Prepare all copy on white paper. Avoid use of colored stock, erasable bond, onionskin, or similar papers with surface irregularities.
4. Allow minimum margins of 3/8" at the top and bottom of each sheet and 3/8" on each side.
5. Use only black ink or toner when preparing copy and a black pen when signing memos or letters to be copied.
6. Make corrections carefully to avoid smudges.
7. Sharp, black copy is important to good copying.

**Equipment:** The Copy Centers are equipped with the following:

North Campus – Xerox DocuTech; DC490 Copier  
South Campus – DC490 Copier; RisoGraph

**Questions:** Please contact Bill Droll, Coordinator of Distribution Services, Ext. 2239.



**AUTHORIZATION FOR REPRODUCTION/PRINTING**

(REV. 6/01/04)

**Date Order Needed:**

**Number of Pages:**

**Number of Copies:**

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**Document Description:**


**Special Instructions:**


**Document Options:**

Double Sided	White Paper	Pink Paper	Two Hole Punch	
Stapled	Blue Paper	Yellow Paper	Three Hole Punch	
Collated	Green Paper	Bound (North Only)		

**Department:**

**Course Number (if applicable):**

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**Person Placing Order:**

**Extension:**

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**COPY TERMS:** By submitting this copy order, I am certifying that this project complies with all copyright laws, will be used strictly at the University of Massachusetts Lowell, and will not be resold.