



**CENTRAL CONNECTICUT STATE UNIVERSITY**  
**COPY CENTER**  
**DAVIDSON HALL *Basement RM. 002***  
**832-2526**

## ***POLICIES AND PROCEDURES***

### **COPYING REQUIREMENTS FOR SUBMISSIONS**

A clean, clearly printed or typed "8 ½ X 11" white copy must be submitted  
**AT LEAST THREE WORKING DAYS IN  
ADVANCE OF REQUIRED DATE.**

**The Special Instructions Box is not for scheduling your work. Staff cannot see this box until the job is being readied to run. Use it for requesting specially coated paper, special stapling requests or to notify us you are supplying paper.**

Work submitted today is considered one day old at the close of business the next day. Close of business the following day is considered the second day and close of business the day after is considered three working days.

Do not submit odd sized material or books. Our machine can only copy sheets 8 ½ X 11" or 8 ½ X 14" long. LEAVE ¼" FOR MARGINS.

**DO NOT GLUE, STAPLE, TAPE, OR PASTE PIECES OF COPY ONTO ORIGINALS. OUR MACHINES ARE BELT DRIVEN AND WILL DESTROY THESE ORIGINALS.**

Make a copy of any piece of copy that has been created in the above manner and submit that copy.

*There are two sides to a sheet. Each printed side constitutes a page.*

Our machine has great difficulty picking up anything light in color--especially blue ink. For best results sign documents in black ink.

Do not bend or fold originals. These tend to jam automatic pieces of equipment such as ours.

### **NIGHT DEPOSIT SLOT**

The box attached to the door is for **empty** envelopes. Please do not leave your work in there. A **drop-off SLOT** is located IN THE Copy Center DOOR. This allows you to DROP off your material in a **sealed envelope** after hours.

## COPY CENTER ON-LINE PROGRAM

All job submissions must be sent via the Copy Center On-Line program for either electronic or hard copy (manual) submission. Please consult your department chair or secretary for departmental guidelines for using the Copy Center On-Line program.

The Copy Center On-Line program will only allow you to submit one job/file at a time. Each job requires its own submission form.

When using the Copy Center On-Line program, it is important to review the "Submitted Information" screen to ensure the information you submitted is correct.

Brochures are available in the Copy Center explaining how to access and maneuver within the Copy Center On-Line program or visit the Copy Center website at:

<http://www.ccsu.edu/copycenter/> and click on "Instructional Brochure".

## TESTS

You may use the Copy Center On-Line program to send tests electronically. Manual submissions can only be brought over by faculty members or the department secretary.

**Students, including University Assistants, are NOT ALLOWED to pick up or deliver tests.**

Tests cannot be sent through the Campus Mail. They must be delivered by hand and picked up by a secretary or faculty member. University Assistants cannot pick them up

Ask Copy Center staff for tests. Tests are locked up for security reasons and will not be found on the counter with the regular work.

## COPY CENTER CHARGES

There is no charge for the reproduction of tests, curriculum sheets, labs, course syllabus, course schedules, teacher evaluations or student evaluations. However, there is a charge for all other reproduction services.

Each department has been provided with an allocation for the Copy Center and should keep record of these expenditures.

**If allotments have been exhausted, requests for copying will not be completed.**

All classroom, departmental, educational, and administrative materials, as well as dissertations, papers and manuscripts are considered University business.

ONLY University related reproduction services can be charged to departmental allocations. The charge is four cents per page. If copied back to back, the second side is charged at three cents for a total of seven cents.

Color copies are 30 cents a side.

**Non-University, or personal duplicating is permitted. Please contact the Copy Center for information.**

### **COPYRIGHTED MATERIAL**

**The Copy Center cannot reproduce copyrighted material without documentation indicating that this is being done with the author's permission. There are exceptions. Copy Center personnel can supply you with a copy of these guidelines.**

### **THINGS TO CONSIDER WHEN CREATING FORMS AND MAILINGS**

1. HOW MANY COPIES DO YOU REALLY NEED? DOES THE DOCUMENT REALLY NEED TO BE SENT OUT? COULD IT BE POSTED ON BULLETIN BOARDS?
2. HAS YOUR MAILING LIST BEEN UPDATED RECENTLY? IS YOUR MAILING LIST LIMITED TO PEOPLE WHO REALLY NEED THIS INFORMATION?
3. COULD DUPLICATE FORMS BE CONSOLIDATED OR COMBINED AND PRINTED ON A SINGLE SHEET?
4. IS THERE A GOOD REASON WHY THIS DOCUMENT CANNOT BE RUN ON TWO SIDES TO SAVE PAPER AND MONEY?
5. CAN MULTIPLE DOCUMENTS BE TRIMMED DOWN TO RUN TWO-UP ON AN 8 ½ x 11" SHEET?
6. DOES THIS DOCUMENT REALLY HAVE TO BE SENT OUT ON EXPENSIVE LETTERHEAD STOCK? COULD IT BE PRINTED AS A PHOTOCOPY OF THE ORIGINAL?

**Copy Center 832-2526**

**COPY CENTER WEBSITE:**

<http://www.ccsu.edu/copycenter/>

**COPY CENTER HOURS**

**Monday through Friday**

**8:30 AM – 4:30 PM**

**CLOSED DAILY FOR LUNCH  
12:00 NOON TO 12:30 PM**

**Copy Center Staff Listing**

Davidson Hall Basement Room 002

Brendan Kelly - 832-2527

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REVISED 11/2019