

## Photocopy Policy

1. Graduate and undergraduate students must be trained by staff to be authorized to have access to department copiers. Faculty and staff may ask any person in the copy room to identify him- or herself and, if appropriate, ask that person to leave the copy room.
2. The Ricoh copier may be used by staff (including department work-study students), by faculty who have been trained, and by students who have been trained. Faculty and graduate students should contact their secretary to receive training on the Ricoh copier.
3. Graduate student copying. Graduate students are encouraged to use UB's Quick Copy Center on the 2nd floor of Jacobs Hall for personal copying. Graduate students who are teaching their own courses may, if trained, use the Ricoh copier.
4. Graduate student copying for faculty. A faculty member who would like a graduate student (research assistant or teaching assistant) to make copies on the faculty member's department account number or grant account number should inform his or her secretary of which graduate student should be trained and be given the account number. Faculty may give their faculty account number to a graduate student (but not to an undergraduate student), but the student will not have access to the copier until the student has been trained, and Nancy Barletta has been notified by the area secretary.
5. Undergraduate student copying for faculty. Undergraduate students are not permitted to use the department copiers, except that each faculty member may designate ONE undergraduate student to have access to the Ricoh copier. The faculty member should inform his or her secretary of which undergraduate should be trained (and whether the student will be using the faculty member's grant account number). Faculty should NOT give their department account number to an undergraduate student. Instead, the student will receive a unique account number after he or she has been trained. When a faculty member later requests that another undergraduate student be trained, the first undergraduate's account number will be terminated.
6. The Konica copier will be used primarily by staff (including department work-study students). This copier may also be used by those faculty (and graduate students teaching their own courses) who are willing to do their own occasional copying of large jobs (e.g., exams and grant proposals), who have been trained by their area staff. If faculty have a small job, they should go first to the Ricoh copier, to leave the Konica copier available for staff and large jobs. However, if there is a line at the Ricoh copier, then faculty who have been trained are welcome to use the Konica copier for small jobs.
7. Do not remove paper from the copy room. Reams of paper are not to be removed from the copy room. Faculty who need paper for their office printers should ask their secretaries for paper. Faculty with grants who are copying for research should order paper with their grant funds.
8. Articles and chapters are not to be copied for distribution in classes. Department copiers are not to be used to make copies of published articles and chapters to provide to students in classes. Department staff and work-study students have been informed to not make multiple copies of published articles and chapters for students in classes. Instead, faculty and students should make use of the University Libraries electronic reserve (<http://ublib.buffalo.edu/libraries/creserve/>), from which students may print their own copies. Faculty who wish to provide copies of published articles and chapters to their students should have copies made and shrink-wrapped at a public copy center (e.g., the Quick Copy Center, 2nd floor of Jacobs Hall, the University Bookstore, or Kinko's Copies on Niagara Falls Boulevard) and sell these at cost to their students.
9. Entire books are not to be copied. The department does not buy books for faculty and students, nor does the department pay for making copies of books for faculty and students.
10. Deadlines for copying exams. Faculty (and graduate students teaching their own courses) who would like staff to type and copy exams should submit materials to staff at least two weeks in advance of the exam date. Faculty who would like staff to copy exams should submit materials to staff at least three work days in advance of the exam date.
11. Minimize pages for exams, syllabuses, etc. Exams and course syllabuses should be prepared in 10-point font and arranged to minimize the number of pages. Course syllabuses can be posted to course web sites--to be printed by students who need an additional copy. Course syllabuses can be posted to course web-sites--on the first day of class, students can be provided with a one-page information sheet with the URL of the course web-site from which they can print (or bookmark) the entire syllabus.

12. Grant reimbursement of copying. Faculty with research grants should see Nancy Barletta to establish a grant account number. Major copy expenses should be reimbursed to the department.
13. Colored paper. Colored paper is more expensive than white, and is generally used for large course, multi-form exams.
14. Reduce copying of dark areas. Copying materials with large dark areas wastes toner and is very costly. Please enlarge the originals or trim edges to eliminate large areas before making more than one copy.
15. Use e-mail. The department's e-mail distribution lists should be used in preference to making multiple photocopies to be placed in mailboxes. Faculty and students are reminded to check e-mail frequently for important announcements that will be made only on e-mail.

Last updated, October 27, 2009  
Revised, May 10, 2001; August 24, 2000