

METROPOLITAN STATE UNIVERSITY REGULATIONS



Copy Service Procedure

Administrative Affairs Procedure # 408

Section 1. Procedure

This procedure provides direction regarding photocopying procedures and related services.

Section 2. Authority

This procedure is issued pursuant to the operating authority granted to the university's president by the Board of Trustees of the Minnesota State Colleges and Universities System.

Section 3. Effective Date

This procedure shall become effective upon signature by the vice president of administration and finance, and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Associate Vice President for Information Technology & CIO.

Section 5. Objective

To provide quality copy services, at the lowest available price and to assure that proper photocopying procedures are followed.

Section 6. Implementation

1. Copying Procedures: Current information on utilizing university copying and printing equipment can be found within the NetDirect Portal under Visit IT. In general, university employees have the option of using the multi-function copy/printers (MFP) within their departments or, for larger print jobs, using the high-volume MFPs located throughout the campuses. The public MFPs have card readers and may be accessed using the Metropolitan State ID card or entering your Tech ID and PIN numbers. When a job exceeds 1,000 copies, outside services such as those available through the Publications and News Services Office should be considered.
2. Services available via the Publications and News Services Office: Most duplicating jobs can be turned around in four working days, six if binding is needed. Turnaround depends on job size and the time of day publications receives the work. Costs may be substantially less than those related to using the multifunction copy machines if staff time is considered. The appropriate and

most cost effective method can be determined by the Publications and News Services office staff.

Note1: An Internal Requisition (1400 form) should be completed prior to securing services through the Publications and News Services Office. The work to be copied and a signed internal requisition should be forwarded to Publications and News Services.

Note 2: Work being charged to the Metropolitan State University Foundation or the Alumni Association does not require a 1400, but should still be brought to Publications and News Services.

3. Copyright: University employee copying of materials for classroom or business use and for library reserve materials are limited by the copyright laws of the United States. General information on the “fair use” of such materials can be found on the Library and Information Services website at <http://www.metrostate.edu/library/copy.html>. Specific questions on the application of copyright should be sent to the Dean of library and information services.

Section 7. Review

This procedure is reviewed and modified as appropriate.

Section 8. Approval

Issued on this 1st day of August, 2005.

Cathleen Brannen, Vice President, Administration and Finance