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Department of English
Copying Policy
Effective August 10, 2009

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This policy applies to all teaching staff: permanent faculty, teaching assistants, and full and part-time lecturers.

Please read the policy carefully: it has been revised. The primary intention is to provide teaching staff with all they need to teach. The secondary intention is to keep costs low for paper, cartridges, and copier maintenance and repair.

Course Materials

Most course materials will be scanned by office staff and sent to the instructor in PDF form for posting to Blackboard or Library e-reserves. These materials include: syllabi, exercises, study sheets, and single copies of short texts (articles, stories, etc.). These should be **submitted at least 48 hours in advance** to ensure timely return to the instructor. Please note that you can upload Word documents, etc., direct to Blackboard, so you need not wait to have your materials scanned.

Exams and quizzes will be photocopied by office staff **if submitted at least 24 hours in advance**.

Please attach a scanning or copy request form filled out with your name, the time/date submitted, number of copies needed if applicable, and clear instructions about format. If the copy is of part of a book, please indicate which pages need to be scanned.

Faculty Research Materials

Permanent faculty may request single copies of their manuscripts for professional purposes: publication, conferences, etc. Please do ask for a Xerox rather than running multiple printer copies.

Permanent faculty may also request single copies of reasonable excerpts from books or journals that they need for their research (interlibrary loans, etc.). Please do not request copies of entire books.

Courtesy Copies

All teaching staff have a copier code and can do their own copying up to **300 courtesy copies per semester** during the academic year. Those teaching in the summer will have **200 for the summer**.

The copier will shut down when your code has reached the limit, and will be reset at the beginning of each term.