

# SANTIAGO CANYON COLLEGE ORANGE EDUCATION CENTER DUPLICATION PROCEDURES

The following procedures will facilitate the reproduction of instructional materials in a timely manner. Only office staff or instructional assistants are authorized to operate the copy machines at the Orange Center. Faculty may use the small copier in Room 119.

**Our fiscal circumstances require that we carefully monitor duplication expenditures for the Orange Center. We ask that each faculty member make every effort to limit the number of photocopies. Consider using alternative technology and presentation methods.**

**ALL REPRODUCTION OF MATERIALS MUST MEET THE COPYRIGHT REGULATIONS AND FAIR USE GUIDELINES. (Fair Use guidelines are on the reverse side; district publication and copyright guidelines are in the Resource Center Room 119. Faculty is encouraged to review both documents.)**

## PHOTOCOPYING

Copy requests: Paper/copies are limited, and it's best to plan ahead for a 24-hour turnaround on the [large copier](#) in the Resource Center and one week turnaround for [Publications](#). I thank you in advance for your help with this.

**1. Small Copier (MONTHLY limits) – Please use this for last minute copies and not class sets on a regular basis, or you will reach your maximum number of copies very quickly!**

Maximum number of copies per month: 500 copies – all instructors

If you make all your copies in a few days, you will not be able to make more from the small copier.

<b># of Days you teach</b>	<b>Maximum number of copies per week</b>
4 days a week:	500 copies a week
5 days a week:	620 copies a week
1 day a week:	120 copies a week

Please remember to allow a 24-hour turnaround for the instructional assistants to make your copies on the large copier. The small copier is for you to make immediate copies. If you are already over the limit, your copy request will be forwarded to Publications (so your copies may not be ready in time for your class!). Please don't ask the instructional assistants to bend the rules and make "just a few more" as it puts them in an uncomfortable position when they have to say "no."

### **3. Publications - one week turnaround:**

There is no limit on how many copies you can request from Publications. But you have to plan ahead to give them a week to make the copies for you. The forms are in the Resource Center to request copies from Publications.

Visiting the following URL <http://oec1/joomla/CopyControl/> will create an account for the copy machine with a random password which will be e-mail it to you. Visiting a second time will tell you what the password is, mail it to you again, and show the current usage. Another option is to check with Yumiko, and she can issue you a password at that time.

# SANTIAGO CANYON COLLEGE ORANGE EDUCATION CENTER

- The department chair/coordinator will review usage that exceeds the above limits and/or the fair use guidelines.

## DISTRICT PUBLICATIONS CENTER

- ❖ The Publications Center located at the OEC reproduces large numbers of copies on a cost-effective basis. If you have a large request for duplication, please complete a "RSCCD Publications Job Request" form (available in the publications center and Room 119). Place the form in the "Publications" mail slot located in the OEC mail room. You may also drop the form off in person at the Publications Center located at the north-west corner of the OEC, or in Room 119. Your copies should be available for pick-up in Room 119 within 2-4 working days.
- ❖ On-line submission is also available. Please call the Publications Center at (714) 628-5955 for more information.

## WORD PROCESSING

A PC, scanner, and printer are available for faculty use in Room 116. Please provide disks for document storage, as we cannot guarantee documents saved to the hard drive will be there at your next visit.

## **COPYRIGHTED FAIR USE GUIDELINES For BOOKS, VIDEOS, CD'S AND INTERNET SITES ALLOW THE FOLLOWING**

### **A TEACHER OR STAFF MAY MAKE COPIES FOR CLASSROOM USE:**

- One chapter from a book but no more than **three (3) chapters from the same** book during one semester;
  - ∅ You cannot copy the whole book, workbook or text instead of having students purchase the book.
  - ∅ **INSTEAD USE THESE IDEAS:**
    - A class set of 5 textbooks for students to use will be available for each class.
    - Use LCD/overhead projector and have students write in a notebook.
- An article from a periodical, or newspaper;
- A short story, short essay, or short poem;
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper;
- Any item in a book marked "**photocopyable**" or **black line master**;
- All lesson plans and or items from curriculum developed at OEC or CEC;

### **A TEACHER OR STAFF MAY NOT MAKE COPIES OF**

- Multiple copies of different works as a substitute for the purchase of books or periodicals
- Copy the same works for more than one semester;
- Copy the same work more than nine times in a single semester;
- Works intended to be "consumable" i.e. workbooks, exercises, standardized tests and test booklets and answer sheets;
  - You may take ideas from books and or web sites, modify the information, and then have it copied.
- Use copyrighted work without attributing the author.