

**SANTIAGO CANYON COLLEGE  
DIVISION OF CONTINUING EDUCATION  
ORANGE EDUCATION CENTER  
DUPLICATION PROCEDURES**

Revised 8/17/15  
SCC OEC

The following procedures will facilitate the reproduction of instructional materials in a timely manner. Only instructional assistants or office staff are authorized to operate the copy machines at the Orange Center. Faculty may use the small copier in Chapman Mailroom (Room 273).

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

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#### **PHOTOCOPYING**

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#### **DISTRICT PUBLICATIONS CENTER**

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 205-1). Place the form in the "Publications" mail slot located in the Chapman mail Room (Room 273). You may also drop the form off in person at the Publications Center located at the north-west corner of the OEC, or at the Chapman Facility, Room 205-1. Your copies should be available for pick-up in Room 205-1 within 4-7 working days. On-line submission is also available at <https://webcrd.rsccd.edu/>.

#### **WORD PROCESSING**

A computer and printer are available for faculty use in Chapman Room 272 and SCC U-84. Please provide disks for document storage, as we cannot guarantee documents saved to the hard drive will be there at your next visit.

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SCC OEC

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- Instead of photocopies a class set of 5 textbooks for students to use will be available for each class.
- Use transparencies and notebook paper.
- 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;
- Not more than 10 percent of any published piece.
- Any item in a book marked “**photocopyable**” or *black line master*.
- All lesson plans and or items from curriculum developed at OC or CEC.

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