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 Room 119.

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.

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 Room 119. Faculty are encouraged to review both documents.)

**PHOTOCOPYING**

- **Reproduction Job Request Forms** are available for in Room 119.
  - Place packets of materials to be copied in the “In-Coming Copy Requests” slot in Room 119. Allow a 24-hour turn around (or longer in the event of equipment failure) for job completion. If Room 119 is closed, please ask Security to allow you in.

- **Quantity Limits Per Request**
  - NO MORE THAN 40 COPIES of a 1-5 page document per day / per class.
  - Please see Fair Use Guidelines on reverse side.

- **Quick Copy/ Self-Service:** A small copier for faculty use is available – in Room 119.
  - Class handouts limited to NO MORE THAN 40 SHEETS/ DAY;

- **The ESL 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.
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  Ø You cannot copy the whole book, workbook or text instead of having students purchase the book.
  • 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;
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