

Copying Policy for Staff and Students

The policy for cash copying for staff and students is as follows:

1. Copying service is available to faculty, staff and students for university related work.
2. Copying of a political nature is not produced.
3. Publication copy (e.g., books, manuals, how to pamphlets) for obvious resale is not produced.
4. Identifiable commercial work (letterheads business cards, invoices, etc) is not produced.
5. Copies for service organizations of which faculty or staff are members are produced.
Interpretation is that the University encourages this type of community service and the copying is a staff benefit. Groups include Boy Scouts, Girl Scouts, service clubs, United Way, etc.
6. Resumes, dissertations, grant reports, work for groups such as SACUBO in which faculty hold office, are both printed and copied.

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