



DUPLICATING CENTER GUIDELINES

Duplicating Center Request Form:

- A Duplicating Center Request Form **must** be filled out completely, and attached, for all duplicating jobs.
If you are requesting "Instructor Pickup Only," please make sure to check the appropriate box in the form.
- All color printing requests require the signature of the Chairperson, or Director.
- All jobs will be assigned a control number when submitted to the Duplicating Center. All inquiries regarding individual jobs **must** refer to that number.

For E-mail Requests – Please send email to kduplicating@mdc.edu. Click here to find electronic copy of [request form](#).

Note: All request sent via email have a 24-hour turnaround time (or more, in accordance with the "Volume limits" section stated below).

Copyright Compliance Requirements:

U.S. Copyright Office

101 Independence Avenue SE
Washington, DC 20559-6000

- The requester is responsible for compliance with current federal copyright laws. A copy of compliance guidelines entitled "*Reproduction of Copyrighted Works by Editors and Librarians*" is available on request in the Duplicating Center and the Campus Library.
- If the answer to the question: "Does any part of the attached materials contain copyright?" on the front of the request form is "Yes," the "Authorization to reproduce copyrighted material" section of that form **must** be signed and dated by the requestor. The Duplicating Center will not accept any request not properly executed.

- Duplicating Center personnel will screen copyrighted material. All federal, local, and MDC copyright rules will be followed explicitly.

Capabilities of Duplicating Center:

- All copies will be made on standard 20 lb. (8½ x 11, 8½ x 14), white paper.
- A "copy" is defined as a single impression. Thus, one-page printed front and back equals two copies.
- Only 8½ x 11 color paper stock available in pink, yellow, blue, and green. Special color stock, letterhead, cardstock, *must* be supplied by the department.
- Bindery capabilities include collating, stapling (maximum 100 sheets), 3-hole punch, cutting, folding, and perfect binding.

Service Restrictions:

- All jobs with more than one original will be (copied on both sides of the paper unless specified otherwise.
- Reference manuals, guidebooks, textbooks, workbooks and related materials may not be duplicated. Please refer to the copyrighted material section of this document.
- **We cannot manipulate or alter copies; therefore, all copies will be an exact duplicate of the original that was submitted.** If your original is light or dark, crooked or off center on the page, your copies will be too.

Volume Limits and Turnaround:

Originals	Total Copies	Turnaround
1-40	Not to exceed 1,000	1 workday
40-80	Not to exceed 5,000	2 - 3 workdays
80+	Excess of 5,000	TBD by Duplicating Supervisor

- Be advised that duplicating jobs requiring collating, stapling, 3-hole punch, cutting, or folding may require additional turnaround time.
- Instructional materials have priority, and departments will be notified of any turnaround date changes or delays.

- Quick turnaround for classroom handouts, memorandums, tests, etc. on 8½ x 11 and 8½ x 14.

While You Wait Copies:

- Copies can be done "while you wait," but the request cannot exceed 100 copies.

Completed Printing Requests:

- The request **must** bring their yellow copy of the "Duplicating Request Form" when picking up completed work.
- If the completed job cannot be hand carried (must be in a box), the Duplicating Center will notify the requester.
- Every effort should be made to pick up completed work on the due date requested.
- Printing requests via email will be replied to requester when job is completed. Please be prepared to show a photo I.D.