

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: V:05:00

Date: September 1988

SUBJECT: **Duplicating Guidelines**

Preparing Materials for Duplication

Always prepare materials for duplicating as far in advance as possible so the job will be completed when you need it. Type only on white paper and **use a dark (black) disposable ribbon. Matrix dot copies not reproduce well.**

1. **Newspaper**- Approved newsletters are to be typed on an 80% reduction typing mat available in the Copy Center, GC 111. The *College Bulletin* is an example of a campus newsletter reproduced this way. Newsletters not typed on the 80% format will not be run; no exceptions will be made. Newsletters for professional group edited by faculty/staff must be reproduced off campus.
2. **Letters/Memos**- Letters to be printed on the official college stationary should be typed on a blank sheet of paper. The department submitting the request must also supply more than the needed number of official letterhead sheets to the Copy Center when the job request is made.
3. **Reports**- Reports and other materials to be bound should have pages numbered with odd numbers on the right hand pages and even numbers on left.

Quantities/Methods

The Copy Center duplicating equipment makes it un-economical to duplicate small runs. Requests for duplication of below 20 copies will be routed to one of the faculty copying machines. Conversely, any request for work on 11" x 17" paper or runs of 2,000 or more must be accompanied by negative. If a negative is required, someone from your department must take the original material off campus and have a negative made.

1. **Paper**- Copy Center stocks 8 ½" x 11" and 11" x 17" paper pastel colors. If your job requires a special color not available, you must purchase and supply it to the copy center. Heavy stock (65# or more) is only available for covers of institutional reports. With the exception of grant proposals and examination, all materials will be run back to back.

Submitting the job request

Only State University instructionally-related materials (exams, outlines, small quantities of forms for support offices) will be handled in the Copy Center. No theses, handbooks, texts or proposed books will be duplicated. Personal work must be taken off campus and a list of off-campus printers is available in the Copy Center, GC 111.

All jobs will be run in black ink. Copy Center personnel will make the final determination on which piece of equipment a job will be run. Departments requesting jobs run on 11" x 17", folded booklet size, or any other job to be run on the offset machine, must supply a negative for a metal plate. Please remember the facility is a duplicating center NOT a print shop.

Please call the College Relation Office if you need to know the approximate cost of having a job run for any job charged to an income fund reimbursable. Remember, any price you are quoted is an estimate.

When submitting material for reproduction complete a job request form, Be sure to fill the form out completely, including the account number the work is to be charged to. If the department name, individual's name, account number, etc. are missing on the form, the job will not be run.

1. **Exams-** Exams taken to the Copy Center by 9 a.m. may be picked up at 3 p.m. the same day. The shop will not be responsible for the security of documents longer than one day. To expedite such jobs, make sure exams are put in the bin marked "EXAMS" in the Copy Center. Due to the confidential nature of such jobs, completed exams must be picked up and signed for in GC 111.
2. **Textbooks/Manuals-** Faculty, who are developing textbook materials and wish to use these as part of their class work, should discuss the duplication and sale of these materials through the **Barnes and Noble Bookstore**. A longer manuscript with multiple chapters that is a first version of a textbook can profit considerably with experience of having students read it and having faculty member use it as a trial text. In more of the textbooks normally purchased by students. Consequently, having students purchase it at the Barnes and Noble Bookstore at minimal cost seems to be a viable option.
3. **Scholarly Articles /Research** – It is very difficult for Copy Center staff to determine whether a manuscript is a chapter of a book meant for commercial publication or whether it is something designed for a scholarly publication. These materials will be screened by the Vice President for Academic Affairs and/or director of College Relations and judgments made. If a faculty member requires a small number of copies (4 or 5) of a book length, scholarly monograph, the faculty member should discuss the problem with his dean to seek financial support for that duplicating task at an off-campus site. Academic Affairs with the dean's office will attempt to support the duplicating costs of such an undertaking.

Finishing Services/Job Pick-up

Copy Center staff will not provide folding, collating, stapling, binding or other finishing services. They will be happy to show you how to run the equipment so you can complete these processes.

Please do not call the Copy Center to find out if the job is ready; send someone over to GC 103 instead. Telephone calls interrupt valuable production time.

Except for exams, which are kept in GC 111, finished jobs are kept in GC 103. If work is not there, it is not completed as yet. Please pick up finish jobs within one week of completion.

Publication of Textbooks

The Copy Center will not publish textbooks or excerpts from several published source to substitute for a textbook. This is in keeping with the following copyright restriction: "Copying is not permitted to create or to replace or substitute for anthologies, compilations, or collective works."

The Association of American Publishers, Inc. states, "This means, for example, that without permission of the copyright owners of all works involved, faculty and staff members should not make request, or use copies as a collection of course readings or the like."

This limitation has caused some faculty members to say that suitable textbooks are not available for their courses, and they would like to reproduce their own texts for use in class only. In such cases textbook publishing provides an answer.

Custom publishing, offered by such publishers as Ginn & Company, provides publication of texts tailor-made for specific courses. Ginn & Company handles all copyright permissions as well, and for a nominal fee will design the textbook cover. Faculty members have had textbooks published through the Ginn service and the books sold through the Barnes and Noble Bookstore. For further information on Ginn & Company contact your department chairman or the College Relations Office, GC 515.

Copyright Law

Most published materials are protected by the federal copyright law. The Copy Center staff will not reproduce any materials submitted if doing so violates the law. This action is necessary to protect the instructor, department, and college as a whole from involvement in litigation.

The following guidelines for duplicating copyright materials for classroom use were agreed to by the Authors League of America, the Association of American Publishers, and the Ad Hoc committee of Educational Organizations on Copyright Law Revision, and approved by congress in the legislative history of Copyright Act of 1796. Read the guidelines carefully and refer to them when requesting reproduction of published materials. For more complete information or a

bibliography on the subject, please contact the Copy Center. They will be happy to provide you with answers to your questions about your request.

When submitting published materials, you must complete the yellow copyright clearance form available in the Copy Center, GC 111.

If the published material is non-restricted, please indicate why it falls into that category (instructor is the author, work is in the public domain, etc.). If you have received special permission from the publisher to reproduce the work, attach a copy of the letter to the copyright form.

If you submit an illegal request, or if we do not have sufficient information about the nature of the request, we will contact you by phone. If you are unavailable, the work will be left for you in GC 103 with an explanation of why it violates the law or a note stating what information is missing.

Guideline

1. **Single copying for teachers:**

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or in preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay, or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. **Multiple copies for the classroom use:**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the test of brevity and spontaneity as defined below
- B. Meets the cumulative effect test as defined below
- C. Each copy includes a notice of copyright.

Definitions

Brevity:

(i) Poetry: (a) A complete poem if fewer than 250 words and if printed on not more than two pages, or (b) from a longer poem an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story, or essay of fewer than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in (i & ii) above may be expanded to permit the completion of an unfinished line of a poem or of unfinished prose paragraph)

(iii) Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

(iv) "Special" works: Certain works in poetry, prose or "poetic prose," which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience, fall short of 2,500 words in their entirety. Paragraph (ii) above notwithstanding, such special works may not be reproduced in their entirety; however an excerpt, comprising not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity:

(i) The copying is at an instance and inspiration of the individual teacher; and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

(i) The copying of material is only for one course in the school in which the copies are made.

(ii) Not more than short poem, article, study, or essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in (ii & iii) above shall not apply to current news periodicals and newspapers and current news sections of the other periodicals.)

Prohibitions as to I and II above:

Notwithstanding any of the above, the following are absolute prohibitions:

- A. Copying shall not be used to create or to replace or to substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized test booklets and answer sheets, like consumable material.
- C. Copying shall not: (1) Substitute for the purchase of books, publishers reprints, or periodicals; (2) be directed by higher authority; (3) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Source of Information: *College Bulletin*, September 1, 1988