

## Procedure 4.0112

### Photocopy Machines Procedure

- Photocopy machines are located in several departments on the campus with designated staff to supervise their operation and maintenance. These photocopiers are strictly for official College business. Department Chairs/Supervisors control the use of this equipment. Use of photocopiers should be kept to a minimum. The expense of maintaining and servicing the machines, plus supplies and paper are charged to the departments.
- In the event that 50 or more copies of a page are needed, the printing job should be submitted to the Print Shop.
- A coin-operated copy machine is located in the Library for student use.
- Staff and faculty members may make personal copies on the copy machine located in the Supply and Mail Room at a cost of \$.05 per copy. A log must be signed indicating the number of copies and the amount paid.
- Maintenance requests should be made to the Coordinator of Mailroom and Duplicating Services.
- The color copier owned by the College is intended to be used for promotional materials distributed outside of the College.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Services and Resources Policy](#)

### History

**Senior Staff Review/Approval Dates:** *5/4/15*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*