



Copy Guidelines

All requestors must complete a **Task Assignment sheet** to get copies made. Requestors include staff members working on a particular project, or faculty needing copies. The sheets are located at the front desk in the 2nd floor office at Westfield South. This is also the drop-off area once the form is completed. Copy requests are to be submitted to the clerical aide.

To help us to prioritize and plan, make a selection from the scale on the task assignment sheet, (5 being the most urgent, and 1 being the least urgent). Please complete all sections of the form, noting whether copies are to be stapled or done double-sided. **Materials being presented for copying must already be in a final format.** The clerical aide will not cut, or paste submitted materials to make an original document on behalf of faculty before copying. Please note if the feature does not exist as a function on the copier, it will not be done to the copies being worked on; that includes three-hole punching.

The clerical aide will review all submissions, and complete the request, provided it falls within the guidelines. Turn around time on most copy jobs is 24-48 hrs. from the drop off time. Please do not expect materials the next morning if you submitted the job after 12 'noon, sent it on the weekend, or e-mailed it overnight.

Faculty is allotted 100 copies per session, per class. Copy requests from faculty exceeding 100, shall be assessed by the Instructional Specialist. The Instructional Specialist will decide whether the request is within the parameters of copyright guidelines, and fair use practices as lined out in the AELG Faculty Materials (Policies and Procedures). The Instructional Specialist will then notify the faculty member about the status of his/her request. Under no circumstance should faculty be making copies themselves on either machine at Westfield South.

For AELG faculty instructing classes located in the Gudelsky Institute for Technical Education building, on the Rockville campus of Montgomery College, there will be access to a copier at that site with a limited number of copies (200) that can be made. Two copier codes have been issued, one for ABE/GED faculty and another for ESOL for Building Trades. The code shall be obtained from the program director.

TASK ASSIGNMENT SHEET

TASK:

REQUESTOR:

DATE GIVEN:

DUE DATE:

PRIORITY: (Please circle one)

5	4	3	2	1
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Additional Notes/Instructions: