

COLLEGE of CHARLESTON

OFFICIAL POLICY

2.1.1

Copy Center Policies

2/15/16

Policy Statement

The Copy Center Policies are to ensure the timely and accurate production of all copy requests submitted by College of Charleston faculty, staff and students.

Policy Manager and Responsible Department or Office

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Policy

IDT Requirements

- Department Name
- Department Account Number*
- Contact Name
- Local Contact Number
- Date Required (ASAP is NOT an acceptable Required Date. It must be a date on the calendar)
- Authorized Signature
- Copy Center Request Form or Poster Request Form

*All IDTs using a Foundation account are required to have a Foundation signature. Your copy request will not be placed on the production schedule until the original IDT with the Foundation signature is in the Copy Center.

Copy Center Request Form

Please fill out completely the top four sections of the Copy Center Request Form or the Poster Request Form. If your copy request requires finishing, then please also fill out the finishing section.

Cougar Card Requirements

The Copy Center can now complete requests for students utilizing their Cougar Card. Students must complete a Cougar Card Request Form or a Poster Request

Form <http://spinner.cofc.edu/pdf/PosterRequestForm.pdf> in the Copy Center.

All Cougar Card transactions are a Drop-Off Service only.

All Cougar Card transactions must be paid for at the time the order is submitted.

For more information regarding depositing money on your Cougar Card, please contact the Cougar Card office at 843-953-1100; cougarcard@cofc.edu, or visit the Cougar Card office at 162 Calhoun Street (at the bottom of the Berry Residence Hall).

Cougar Card Request Form

Please fill out completely the top four sections of the Cougar Card Request Form. If your copy request requires finishing, then please also fill out the finishing section.

Poster Request Form

Please fill out completely the Poster Request Form, including the appropriate side for an IDT transaction or a Cougar Card transaction.

<http://spinner.cofc.edu/CopyCenter/policies.html>

24-Hour Turn-Around

The Copy Center requires a minimum of 24-hours to complete all proofs and normal copy requests.*

*If you are unsure if your job is a normal request, please contact us.

Hours of Operation

Monday – Friday, 8:30 a.m. – 5:00 p.m.

Submission of Requests

The Copy Center only accepts an original IDT (Intra Department Transfer) with a Copy Center Request Form and/or a <http://spinner.cofc.edu/Data/Copy>

[Center/website/pdf/PosterRequestForm.pdf](http://spinner.cofc.edu/Data/Copy) Poster Request Form or a Cougar Card Request Form or a <http://spinner.cofc.edu/Data/Copy>

[Center/website/pdf/PosterRequestForm.pdf](http://spinner.cofc.edu/Data/Copy) Poster Request Form.

Electronic File Submission

You can send your electronic files to the Copy Center Printers. The Copy Center requires a proof on all files sent electronically. Please see Printer Installation for further instructions.

If a document has been sent to the printer, and the Copy Center has not been contacted for a proof and/or received an order within 24 hours, the document will be deleted from the queue.

Proofs

A proof is a single sample of your copy request for color and layout purposes only. The Copy Center is not responsible for errors in grammar, spelling or content. The requestor must ensure that the document is accurate and correct prior to submission for duplication.

Please submit a copy request and indicate that you need a proof. Proofs follow the same submission guidelines and timeframes as regular copy request submissions.

2-Sided Copying

In an effort to conserve resources, the Copy Center produces all materials front-to-back unless otherwise specified.

Copy Request Pick-ups

You will be contacted via a local telephone number or via your CofC email address when your copy request is ready for pick-up. The Copy Center is open Monday - Friday, 8:30 a.m. - 5:00 p.m. Please note that the Copy Center will not call long distance cell phone numbers for a local pick-up.

Delivery

The Copy Center does not deliver.

Design Services

The Copy Center does not offer design services. If you have questions regarding the layout of your document, including booklets, postcards, posters, etc, please check the Help menu and templates of whichever program you are using, such as MS Publisher, MS Word, etc. You may also find tips on the manufacturers' websites, such as www.adobe.com, www.microsoft.com, etc

Departments/Offices Affected by the Policy

Procedures Related to the Policy

Related Policies, Documents or Forms

Issue Date:2/15/16
Date of Policy Revision:2/15/16

Next Review Date:10/15/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 2.1.1

President or

Chairman, Board of Trustees

John F. McLaughlin, Pres.

Date: 2-15-16