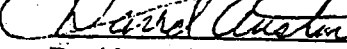


MEMORANDUM

TO: Chairpersons and Faculty
College of Arts and Sciences

FROM: 
David Austin
Duplicating Coordinator

DATE: August 1, 2003

SUBJECT: Duplicating Center

PURPOSE

The Duplicating Center provides copying services for instructional purposes to the faculty of the College of Arts and Sciences. The Center also serves the Administration of the College in the copying and binding of special documents.

EXAMINATIONS

Please submit examination material one week prior to the time of the examination to allow for unforeseeable circumstances. All examinations must be in the Center before 11:30 a.m. and picked up before 4:30 p.m. on the same day. As a security precaution, examinations will not be held in the Center overnight. Examinations will not be accepted from nor given to any person other than a secretary, instructor or teaching assistant. Please call Mr. Austin for advanced scheduling of large volume jobs including examinations. "Large volume" is interpreted as any job requiring 500 sheets or more of paper.

SYLLABI

To alleviate the heavy workload of peak seasons, it is requested that course outlines be submitted during the period between semesters or no later than two weeks from the start of classes.

OTHER SERVICES AND SCHEDULING

- a. Due to the cost and large volume of work, the Center will not ordinarily provide copy service for grants, proposals, publications, personal work or any work other than that which is part of the academic program of the College. Special requests from the faculty will require the approval of the Departmental Chairperson and the Dean's Office.
- b. Due to the heavy volume of work, the Center **will not** copy a student's paper for distribution. Materials from books, magazines, and newspapers are to be placed on reserve in the library so that students may copy materials needed.
- c. Ordinary, the Duplicating Center will complete work orders within 24 hours. Whenever possible the machine operator, upon request, will attempt to provide rush order service.

- **BOOKS CANNOT BE COPIED BECAUSE OF RESTRICTIONS IN THE COPYRIGHT LAW.**

LOCATION AND CONTACT PERSON

The Duplicating Center is located in Locke Hall, Room B19 Mr. David Austin is the Coordinator of Duplication. The telephone number is 806-6714/15.

E-MAIL

You can also E-Mail class works and exams to PRINTSHOP@HOWARD.EDU.

HOURS OF OPERATION

The Center is open from 8:00 a.m. to 11:30 a. m., and from 1:00 p.m. to 4:30 p.m., Monday through Friday.

ALL WORK SHOULD BE SUBMITTED WITHOUT STAPLES !!!!

Your full cooperation and support are solicited to insure an efficient operation of the Duplicating Center and to enhance its services to the College of Arts and Sciences.