



PUBLICATIONS CENTER

DUPLICATION SERVICES PROCEDURES AND GUIDELINES

Class Handouts, Syllabi, Letters, etc.

Introduction: Camden County College seeks to shape and maintain a coordinated, accurate, and consistent image. The Publications Center services are one means for assisting faculty and staff to maintain this image.

Procedure: The decision to print a job on the press or duplicate on the copier is determined by the Publications Center based on a number of factors including the audience for the piece, quantity of pieces needed, efficiency of the equipment, and Publications Center workload. **All requests for duplication services must include a fully completed, date-stamped *Copy Request Form*.** The date stamp is located on the Publications Center service counter. The date must be filled in. "As soon as possible (ASAP)" will not be accepted as a due date. A ***Copy Request Form*** must accompany each request for duplication services.

It is the responsibility of requestors to allow adequate lead-time for completion of their materials. Submit only unstapled, unfolded, high-quality, black and white laser original(s) with the ***Copy Request Form***. Proofread prior to submittal for content, grammar, and spelling, and obtain permission to duplicate copyrighted material from the author *prior* to submission to the Publications Center.

The requestor should return to the Publications Center to pick up the completed project no later than five working days from the requested due date. After that time, the Publications Center cannot be responsible for storage of the completed work.

Guidelines:

- Allow adequate lead-time for your request. The Director of Publications can offer alternatives and pricing for rush requests:
 - Duplication requests are usually completed within **48 hours (2 work days) from the time of the date stamp**. Allow additional time for duplication of materials for large quantities and duplication of materials that may require finishing work such as folding, cutting, stapling and booklet making. Whenever a project will take longer to complete than the usual time frame, the Publications Center staff will advise the requestor.
- When developing your material, keep in mind that the maximum in-house duplication size is 11" x 17."
- Duplication requests for audiences external to the College will require the placement of the College and county logos. When the Publications Center staff identifies a publication that will require the addition of the county logo, they will provide guidance and assistance with the placement of the county logo on the publication. Please see the ***Style Guide*** for more information on the College logo and its correct use. Copies of the ***Style Guide*** are available from the Publications Center.
- Requests for duplication services that do not adhere to these procedures and accompanying guidelines and those that do not portray the above image will be returned to the requestor for correction and resubmission.