OPERATIONS SUPPORT CENTER
USERS MANUAL
PHOTOCOPYING AND
COMPUTER WORK SERVICE

College of Education and Human Services
Operations Support Center
Southern Illinois University Carbondale
Pulliam Hall, Room 17
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Phone: 618.453.3727

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INTRODUCTION
This manual is designed to provide you with a concise, reliable guide in using the College of Education and Human Services (COEHS), Operations Support Center. It describes the services the Center offers and outlines basic procedures which will, when followed, enable you to utilize these services in the smoothest, most efficient manner. Maximum benefit from the Center will be assured by your cooperation in applying the information in this manual to your work.

SERVICES OFFERED
The COEHS Operations Support Center offers the services noted below:

Photocopying. The Center responds to departmental requests for production level and for limited copying in either full color or black and white.

Computer Work. The Center offers professional looking printouts of user's documents created in Microsoft Office System.

Word Processing. The Center offers support to faculty in the keyboarding of journal article and monograph manuscripts, grant proposals, research reports and mailing lists.

Miscellaneous. The Center provides miscellaneous services requiring the use of a spiralbinder, coil binder, surebinder, scanner, paper cutter, paper folder, and hole punch equipment.

LOCATION AND HOURS OF OPERATION
The COEHS Operations Support Center, located in Room 17 of Pulliam Hall, is open from 8:00 a.m. - 4:30 p.m. Monday through Friday.

CENTER PERSONNEL
The Operations Support Center is managed within the COEHS guidelines, by Mrs. Linda Patrick. Mrs. Patrick is responsible for the operation of the Center, including the supervision of its personnel. Other duties include user liaison, evaluation, design and recommendation of additional Operations Support Center's services, analysis of production data and procedures, identification of potential improvements, compilation of production reports, and coordination of service with administrative offices.

The Operation Support Center is staffed with a number of undergraduate student workers. Each of the students is prepared to operate the equipment in the Center.

PHOTOCOPYING CAPABILITIES
The Operations Support Center utilizes three digital copy machines to fulfill the copying needs for the departments and grants which the Center provides services to. All copies are reproduced on 20 lb. white paper. If any other materials (transparencies, cardstock, color paper) are needed, it should be supplied by the user. Otherwise, the Center will supply the material at a charge. All equipment is operated by the Center's personnel only.

Xerox 4595 (high volume – black/white digital copier)
Faculty and staff can obtain copies by submitting a work submission form (See section on Submitting Work for instructions on how to fill out form). A charge of 03.5c per copy is billed to each chargeable account or grant monthly. Some capabilities of the Xerox 4595 are as follows:

- makes 95 copies per minute
- can copy up to 100 pages at one time
- collates pages while copying
- can staple up to 100 pages with a single staple at the top left, bottom left, two staples left, two staples right
- folding - can fold up to 15 sheets at a time
- punching - can punch 2-hole and 3-hole; left side or top
- makes two-sided copies from one or two-sided originals and makes one-sided copies from two-sided originals
- covers programming - this feature enables a different kind of paper (i.e., color, card stock) to be inserted as the first page, last page, or both
- sheet(s) insertion - this feature enables a different kind of paper (i.e., color, card stock) to be inserted anywhere or any number of times in a single set
- booklet creation – creates booklets in 11 x 8.5 or 17 x 11 layout; with stapling and folding.
- margin shift feature - this enables a document to slightly shift the margin that is to be bound or placed in a binder from 1/10” to 4/5”
- reduction features - can reduce an original at 1% intervals or at standardized reduction percentages of 98%, 74%, and 65%
- enlargement features - can enlarge an original at 1% intervals up to 155%
- paper size - uses 8.5 x 11, 8.5 x 14 and 11 x 17 inch paper
- connects to OSC network for printing and scanning

**Sharp MX 2600N Digital Color Copier/Printer**

The Sharp MX 2600N is a special purpose copier/printer. The copier utilizes digital technology for image copying of 400 x 400 x 8 bit depth resolution for professional, graphic design of text, photos, fine lines and artwork. The copier can reproduce on most any weight paper from 10 to 65 lb.; transparencies; and 8.5 x 11; 8.5 x 14 and 11 x 17 paper sizes. The MX 2600N is a chargeable service. All copies are 0.35¢.

**Sharp MX M260 (low volume – black/white digital copier)**

The Sharp MX M260 is a digital black and white copier. This copier is used as a backup copier for when the Xerox 4595 is out of order or the Center has a high volume of work to perform. A charge of 03.5¢ per copy is billed to each chargeable account or grant monthly. The following are some capabilities of this machine:

- makes 27 copies per minute
- can copy up to 30 pages at one time
- collates
- staples with a single staple at the top left
- makes two-sided copies from one or two-sided originals and makes one-sided copies from two-sided originals
- enlargement / reduction features - can reduce an original at 1% intervals at 25% to 400% or at standardized reduction percentages of 98%, 74%, and 65%
- booklets – makes pamphlet style booklets from 8.5 x 11 originals, folds and staples.
- paper size - uses 8.5 x 11, 8.5 x 14 and 11 x 17 inch paper

**COMPUTER WORK**

The Center offers printouts of user's documents created in Microsoft Office System (i.e., Word, PowerPoint, Publisher or Excel). Printouts can be in black and white, color, or inkjet. Printouts can range in size from postcard to poster to banner size. Contact the Center for further details.

**WORD PROCESSING CAPABILITIES**

Assistance in keyboarding of grant proposals, research papers, book chapters, books, monographs, and mailing lists are performed in the Center. The Center will also assist the user in creating tables, charts, and special purpose contents as requested by user. There is NO CHARGE for word processing (black/white printouts only).
HP 4350tn (Black/White Laser Printer)
Prints 55 ppm of text or graphics. There is no charge for printouts from this printer. Unless otherwise noted, this is the printer that is used for word processing.

HP Deskjet 500 Color Inkjet Printer
Uses 1200 x 600 dpi resolution of continuous color tone. Prints on 8.5 x 11, 8.5x 14, 11 x 17, 16.5 x 24, 24x 36 (poster size) or 24” wide banner paper (any length). The HP Deskjet 500 is a chargeable service.

Sharp MX 2600N Digital Color Copier/Printer
In addition to color printouts from the above printer, the Sharp MX 2600N Copier/Printer is connected to the Center’s computers. Color printouts can be made from disk, email attachment, or the college’s General Public drive in any of the Microsoft Office System software (i.e., Word, PowerPoint, Excel, Publisher or PDF formatting) for printing on paper/cardstock and/or transparencies. Since the Center uses Windows operating system, please call when requesting MAC printouts.

MISCELLANEOUS CAPABILITIES
The Center has a Coil Binder, Spiral Binder, Sure Binder, Scanner, Paper Cutter, Paper Folder and Drill Hole Punch that is available in the Center to use. Materials such as coil/spiral/strip binders and cardstock covers are supplied by the Center at a charge.

Binding Systems
For coil, spiral, or surebind of materials, indicate color and type of cardstock and binder.

Binding is a chargeable service to all accounts. The charges reflect the current cost of binder and cover sets. The center maintains an ample inventory of binders for binding up to 350 sheets. Coversets are available in a variety of colors including clear. Prices will vary depending on quantity and number of pages being bound. Please contact the Center for assistance. A sample book is available for viewing.

Scanner
The scanner is equipped with a sheet feeder for maximal efficiency for OCR scanning of multi-page documents. Files are converted to MS Word or jpg images or pdf files. There is no charge for scanning.

Paper Cutter
This machine can cut paper in any designated manner as requested by the originator. There is no charge for cutting.

Paper Folder
The Center is able to fold ONE page at a time, for letterfold style (i.e., mass mailings) or half-fold style (i.e., programs). There is no charge for folding.

Drill Hole Punch
Single, double, triple punching can be done using a 3/8” hole die. There is no charge for drilling.

COMPLETING REQUESTS FOR SERVICES
A work submission form should accompany each job or be filled out at the Center. Operations Support Center Personnel will not complete any job if a work submission form does not accompany a document or if it is not adequately completed. Work submission forms are available at the Center, in each department, and on the college’s homepage www.coehs.siu.edu/public/index.php; UNDER THE Faculty
and Staff resources (top right corner of webpage). When the department runs out of forms, they should call the Center for more. The forms will be dropped off at the next delivery.

**Request Form Completion**

Attachment 2 includes a sample work submission form with each section lettered or numbered. The form must be filled out completely with the following information.

Section I: Must be completed by the Originator for ALL Requests for Services Provided by the Operations Support Center:

A. Account number.
B. Account title.
C. Fiscal Officer signature (needed for all chargeable services)
D. Originators Name or person who can be contacted if any further information is needed.
E. Building/Room location for work to be picked up/delivered to. Date the work is being submitted.
F. Current Date.
G. Date the work needs to be completed by.
H. Pickup - If originator wants to personally pick-up completed work this area should be circled (the Center automatically delivers work to designated areas see Attachment 1).

Section II: Must be Completed by the Originator for ALL Requests for Photocopying or Miscellaneous Services Provided by the Operations Support Center:

I. The type of reproduction desired is checked; Black & White or Color
J. These options informs the Center the original’s status (already single-sided or already double-sided; and how the originator wants the finished document to be (single-sided or double-sided). The option “as original” is used when the document is a combination of single-sided and double-sided pages. When nothing is marked in this area, the Center will make the finished document double-sided for the most efficient and economical copy.
K. Number of copies needed.
L. Number of sheets attached to work order.
M. Collation requested (done automatically by Xerox 5100).
N. Stapling requested (copier staples in three positions; top left, middle left (2 staples), or bottom left).

The following choices are optional:

O. Copy on Attached - If paper other than 8-1/2 x 11, 8-1/2 x 14, or 11 X 17 white paper is desired to copy on, the originator must attach a sufficient amount (i.e., color paper, transparency, cardstock) along with the work submission form. (the center has color paper, transparencies and cardstock for a charge).
P. Fold - Letter fold, half fold or special fold options; if special fold is needed, attach a sample.
Q. Hole Punch - Single, double, and triple punching can be done; if special hold punch is needed, attach a sample.
R. Cut – will sliced copies (2” at a time) in desired size, ½, ¼, or special cut (attach a sample).
S. Special Instructions - This section is for any further description on how to reproduce the attached document (i.e. enlarge or reduce to a certain size).

**Reproduction and Handling Tests**

Reproduction of tests will be done by the Supervisor or in the Supervisors’ absence, the individual who is submitting the test. In either case, all tests are hand carried to the Center, reproduced, and taken back to the department. In the Supervisors’ absence, a student worker will assist the individual by programming the copier and then letting that individual reproduce the test.
When tests are submitted with regular work in the drop off/pick up boxes in each department the Center will not be responsible for confidentiality of the test.

**Copyright Laws**

When an originator requests copies from a publication that have a copyright on it, the originator should follow the guidelines for its reproduction. Attachment 3 includes the most recent Fair Use Guidelines applicable to teacher and student requests for single and multiple photocopying from a copyrighted book or journal publication. Be aware of these rules before submitting a book or journal for copies. Operations Support Center personnel will return requests for photocopies of copyright material, if in their judgment, responding to such requests would constitute a copyright violation.

**Section III: Must Be Completed by the Originator, for ALL Requests for Binding:**

Choose binding type; Coil/Spiral/Surebind. Indicate color of binder and coverset. A sample book of colors for coversets and binders are available in the Center for viewing.

**Section IV: Must Be Completed by the Originator, for ALL Requests for Computer Work:**

1. **New or Previously stored document -- If the document being submitted is a previously stored document, a Job Number must be inserted. If the document is new, it will be assigned a job number at the time of submission and the new document job number will appear on your copy of work submission form when the work is returned to you.**
2. **Format -- Unless otherwise specified in special instructions, documents will be typed in APA style.**
3. **Mailing Lists - If originator is requesting revisions to a mailing list or is submitting a new mailing list, they should indicate how they want the mailing list sorted and whether or not they want it on paper or mailing labels.**
4. **Scan – The Center has a multi-page sheet feeder on its scanner to scan in large OCR documents.**
5. **Printouts from user’s source – should be marked when the document is on disk, has been emailed to the Center or has been copied to the college’s General Public drive. Printouts are limited to Microsoft Office System XP products.**
6. **Lamination of materials submitted or from computer printouts.**
7. **Special Instructions - If written detailed instructions are necessary, the originator should specify in the area provided. In addition to this section, the originator should also fill out Section I.**

**Section V:**

This section is used by Operations Support Center personnel only.

**SUBMITTING REQUESTS FOR SERVICES**

Work flows in and out of the Operations Support Center in two ways: 1) the originator or author hand delivers and picks up work, or 2) the work is left in one of the Center's drop off boxes. The Center picks up and drops off work at designated departments twice a day during the semester. During intersessions and breaks the center picks up and drops off work once a day. (See Attachment 1, for times and departments). All work being submitted to the Center must have a work submission form attached to each job.

**TURNAROUND STANDARDS**

The turnaround time for photocopying is normally 24 hours. Due to the high volume of photocopying requests, turnaround time during peak times (the week before the semester starts, the first week of school, and finals week) may be longer. The Center realizes that there will be unexpected rushes and wishes to accommodate all departments in giving service when needed. Requests for photocopies of "RUSH" items must be hand delivered and/or called in by phone to insure that the Center can handle the request. (Refer also to the section of this document titled Rushes and Priority Work).
Requests for binding, punching and folding will normally take longer, depending upon the size of the request.

The normal turnaround time for word processing is 72 hours depending on the length of the document. If a document will take longer than 72 hours to complete, the originator will be notified.

**RUSHES AND PRIORITY WORK**

**Photocopying**
"RUSH" requests should be hand delivered and/or called in by phone to insure that the Center can handle the request.

**Computer Work**
Because of the heavy load of computer work requests, the Center has designated priorities on the type of documents that are processed. Listed below are the different types of work that are stored in the Center in the descending priority of each.

1. Grant Proposals and Reports
2. Faculty books and book chapters
3. Faculty Articles
4. Faculty Monographs
5. Mailing Lists
6. Printouts from user

Items with low priority that are part of a high priority item will be given the higher priority (e.g., a vita needing revising to be submitted with a grant proposal). Low priority work being typed when high priority work comes into the Center will be completed within 24 hours of original estimated time and the originator will be contacted if change of time is necessary.

**REVISIONS AND PROOFING**

It is the originator's responsibility to proofread all material prepared in the Center. When proofreading a rough copy, use a red pencil or pen and mark on the rough copy the corrections, deletions, or additions. Then return the rough copy to the Center for final revising. When making revisions please use the standard proofreader's marks shown in Attachment 4.

When submitting work for revisions, it is insisted that the originator provide the documents identification number (job number) so that documents can be processed in a more timely manner. When making revisions to a document, the Center requests that originators show changes in the margin or between lines. When it is necessary to change the sequence of text, never cut and paste because this method prevents center personnel from locating text on the magnetic disks. Please use sequential numbers or letters to indicate the new sequence.

**RETENTION OF STORED DOCUMENTS**

Permanent storage of documents are presumed unless otherwise noted under special instructions (excludes printouts from users source). The document will have a job number on it upon return to the originator. This job number should appear on all future work submission forms when requesting revisions. The originator can request, at anytime, a listing of his/her log numbers to assist them.

Every January the supervisor will send each originator a list of permanently stored jobs. The originator will review the list and decide which documents he/she wishes to keep and which ones to delete. The supervisor will always keep one hard copy of a document that has been chosen for deletion-just in case!
HANDLING PROBLEMS

All originators are encouraged to call the Operations Support Center Supervisor to discuss any problems. Because the COEHS Operations Support Center is a service function of the College, the supervisor wishes to be of any assistance to all users of the Center in completing computer work and reproduction tasks in the fastest and most efficient manner. Your comments, criticisms, and suggestions are welcome.
ATTACHMENTS
ATTACHMENT 1

PICKUP AND DELIVERY SITES

COLLEGE OF EDUCATION AND HUMAN SERVICES
PICKUP AND DELIVERY AREAS
ORDER OF ROUNDS

Approximate Pick up Starting Times: 10:00 am and 2:00 pm

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>COEHS Dean's Office</td>
<td>(3-2415)</td>
<td>Wham 115</td>
</tr>
<tr>
<td>Center of Criminal Justice</td>
<td>(3-5701)</td>
<td>Faner B4227</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>(6-2441)</td>
<td>Wham 327</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>(3-4239)</td>
<td>Wham 322</td>
</tr>
<tr>
<td>Curriculum and Instruction / Science Education</td>
<td>(3-4216)</td>
<td>Pulliam 302</td>
</tr>
<tr>
<td>Curriculum and Instruction /CDL</td>
<td>(3-4221)</td>
<td>Quigley 116</td>
</tr>
<tr>
<td>Education Administration &amp; Higher Education</td>
<td>(6-4434)</td>
<td>Pulliam 131</td>
</tr>
<tr>
<td>Education Psychology &amp; Special Education</td>
<td>(3-2311)</td>
<td>Wham 223</td>
</tr>
<tr>
<td>Health Education and Recreation</td>
<td>(3-2777)</td>
<td>Pulliam 307</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>(6-2431)</td>
<td>Davies 107</td>
</tr>
<tr>
<td>Rehabilitation Institute</td>
<td>(6-7704)</td>
<td>Rehn 319</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>(3-2243)</td>
<td>Quigley 6</td>
</tr>
<tr>
<td>Southern Region Early Childhood Program</td>
<td>(3-4271)</td>
<td>Quigley 121</td>
</tr>
<tr>
<td>Office of Teacher Education</td>
<td>(3-6326)</td>
<td>Wham 137</td>
</tr>
<tr>
<td>Workforce, Education, &amp; Development</td>
<td>(3-3321)</td>
<td>Pulliam 212</td>
</tr>
</tbody>
</table>
## ATTACHMENT 2

**WORK SUBMISSION FORM**

### Section I

- **Account #:**
- **Account Title:**
- **Fiscal Officer Approval:**
- **Originator/Contact:**
- **Date Submitted:**
- **Date Needed:**
- **Pick-Up:**
- **Building/Room Delivery:**

Indicate below the requested service(s). Some services are chargeable. Contact the Center for assistance at 453-3727.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White copies</td>
<td></td>
</tr>
<tr>
<td>Color copies</td>
<td></td>
</tr>
<tr>
<td>1-sided → 1-sided</td>
<td></td>
</tr>
<tr>
<td>1-sided → 2-sided</td>
<td></td>
</tr>
<tr>
<td>2-sided → 2-sided</td>
<td></td>
</tr>
<tr>
<td>2-sided → 1-sided</td>
<td></td>
</tr>
<tr>
<td>As Original</td>
<td></td>
</tr>
</tbody>
</table>

Number of copies needed of [ ] pages

- Collate
- Staple
- Staple
- [ ] Staple

Copy on the attached (color paper, transparency, cardstock, etc.)

- Tri-Fold
- Half-Fold
- Special-Fold (attach sample)
- Punch 3-Hole
- Punch Special (attach sample)

- Cut → 1/2
- Cut → 1/4
- Cut Special (attach sample)

Special Instructions:

<table>
<thead>
<tr>
<th>Binding</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coil (circle holes)</td>
<td></td>
</tr>
<tr>
<td>Spiral/Comb (rectangle holes)</td>
<td></td>
</tr>
<tr>
<td>Surebind (nail spikes)</td>
<td></td>
</tr>
</tbody>
</table>

Cover Set Color ____________________________

Spiral/ Coil/ Strip Color (check with Center for current colors/quantities)

Special Instructions:

<table>
<thead>
<tr>
<th>Computer Work</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Document</td>
<td></td>
</tr>
<tr>
<td>Previous Stored Document</td>
<td></td>
</tr>
</tbody>
</table>

Job # ______________

- Mailing List
- Scan
- Printout from user’s source

Special Instructions:

### Section IV

- Copy #: ___________
- Miscellaneous Charges: Quantity x Cost = Total

- Computer Work
- Reproduction

### Section V

- Date Finalized: ___________
- Operator: ___________
- Checked: ___________

Refer to “Users Manual” for types of computer work offered.
FAIR USE GUIDELINES FOR COPYRIGHT MATERIAL

FAIR USE GUIDELINES: Section 107

Notwithstanding the general exclusive rights that a copyright owner has, they are not infringed upon by the fair use of a copyrighted work [107]. This is not a new concept. "Fair use," as a judicial doctrine, was part of our copyright law even before the Copyright Act of 1909. Nonetheless, the scope of its application to educational uses of copyrighted materials has not been significantly developed in court cases. In 1975, members of the House Judiciary Committee encouraged representatives of educators and publishers to meet together to develop some standards as to permissible educational uses of copyrighted materials. Meetings were held and resulted in the two sets of guidelines included in this appendix. The guidelines do not have the binding effect of a law. However, they are part of the new law's legislative history, and the Senate House Conference report on the bill states that the conferees accept them "as part of their understanding of fair use."

Guidelines on Educational Copying from Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

I. SINGLE COPYING FOR TEACHERS

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay or short poem, whether or not from a collective work:
D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

II. MULTIPLE COPIES FOR CLASSROOM USE

Multiple copies (not to exceed, in any event, more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

A. The copying meets the tests of brevity and spontaneity as defined below; and,
B. Meets the cumulative effect test as defined below; and,
C. Each copy include a notice of copyright.
Definitions

Brevity
i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose word of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. "Special " works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above, notwithstanding such "special works," may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity
i. The copying is at the instance and inspiration of the individual teacher, and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect
i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions As To I and II Above

Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include work books, exercises, standardized tests and test booklets and answer sheets and like consumable material.
C. Copying shall not: substitute for the purchase of books, publisher's reprints or periodicals; be directed by higher authority; be repeated with respect to the same item by the same teacher from term to term.

D. No charge shall be made to the student beyond the actual cost of the photocopying.
Proofreaders Marks

\textit{Proofreader's Marks:}

\begin{itemize}
  \item ^ \quad \text{INSERT COPY SHOWN}
  \item = \quad \text{INSERT SPACE}
  \item / \quad \text{DELETE OR OMIT COPY SHOWN}
  \item \_ \quad \text{CLOSE UP SPACE}
  \item \^ \quad \text{TRANSPOSE, TURN AROUND}
  \item \textsuperscript{a} \quad \text{INSERT HYphen}
  \item \textsuperscript{a} \quad \text{NEW PARAGRAPH}
  \item S \quad \text{SINGLE-SPACE}
  \item D \quad \text{DOUBLE-SPACE}
  \item T \quad \text{TTRIPLE-SPACE}
  \item \quad \text{MOVE COPY AS INDICATED}
  \item \quad \text{ALIGN COPY}
  \item \textsuperscript{a} \quad \text{LEAVE COPY AS IS, RESTORE TO ORIGINAL COPY}
  \item \textsuperscript{a} \quad \text{MOVE COPY IN THE DIRECTION OF THE BRACKET}
  \item \textsuperscript{a} \quad \text{CHANGE COPY AS INDICATED}
  \item \textsuperscript{a} \quad \text{CAPITAL LETTER}
  \item \textsuperscript{a} \quad \text{LOWERCASE LETTER}
  \item \quad \text{SPELL OUT}
  \item \textsuperscript{a} \quad \text{INSERT PERIOD}
  \item \textsuperscript{a} \quad \text{INSERT QUESTION MARK}
  \item \textsuperscript{a} \quad \text{INSERT EXCLAMATION POINT}
  \item \textsuperscript{a} \quad \text{INSERT COMMA}
  \item \textsuperscript{a} \quad \text{INSERT SEMICOLON}
  \item \textsuperscript{a} \quad \text{INSERT COLON}
  \item \textsuperscript{a} \quad \text{INSERT APOSTROPE OR SINGLE QUOTATION MARK}
  \item \textsuperscript{a} \quad \text{INSERT QUOTATION MARKS}
  \item \textsuperscript{a} \quad \text{INSERT DASH}
  \item \textsuperscript{a} \quad \text{INSERT PARENTHESES}
  \item \textsuperscript{a} \quad \text{UNDERLINE OR ITALICS}
  \item \textsuperscript{a} \quad \text{QUERY TO AUTHOR}
\end{itemize}