PRINTSHOP POLICY

Policy Id:
Bus.011 – Printshop Policy

Contact:
Mario ‘Alex’ De Leon
212.237.8279 printshop@jjay.cuny.edu

Last Modified:
April 2017
**Printshop Policy:**

The Print Shop provides high-quality print and copy products in a timely manner. The print shop staff diligently attempt to finish jobs within 24 hours. The services include: Digital Printing, Offset Printing, Bindery and Folding services. The print shop equipment consists of a Ryobi four-color press, one two-color press, a Ricoh color copier, six Konica Minolta black and white high-end copiers; an 80-page booklet maker, and a UV coater and creaser. This area generates a comprehensive list of products which is outlined below.

**Contacts:**

Mario ‘Alex’ De Leon  
Print Shop Coordinator  
[mailto:mdeleon@jjay.cuny.edu](mailto:mdeleon@jjay.cuny.edu)

Artie Kemp  
Print Shop Assistant, Level II  
[mailto:akemp@jjay.cuny.edu](mailto:akemp@jjay.cuny.edu)

Albert Ortiz  
Print Shop Associate, Level II  
[mailto:aortiz@jjay.cuny.edu](mailto:aortiz@jjay.cuny.edu)

Luis Urgiles  
Printshop Associate, Level II  
[mailto:lurgiles@jjay.cuny.edu](mailto:lurgiles@jjay.cuny.edu)

Elizabeth Alzamora  
Printshop Associate, Level I  
[mailto:ealzamorra@jjay.cuny.edu](mailto:ealzamorra@jjay.cuny.edu)

Evelyn Olivos  
College Assistant  
[mailto:eolivos@jjay.cuny.edu](mailto:eolivos@jjay.cuny.edu)

Roberto DeFilippi  
College Assistant  
[mailto:rdefilippi@jjay.cuny.edu](mailto:rdefilippi@jjay.cuny.edu)

524 West 59th Street  
Cellar Level, Room# C3503HH  
New York, NY 10019  
T. 212.237.8279  
[printshop@jjay.cuny.edu](mailto:printshop@jjay.cuny.edu)  
Hours of Operation: 7:00am – 6:00pm

**WEB Print Services - ONLINE** -  
[https://printshop.jjay.cuny.edu/fulfillment/login](https://printshop.jjay.cuny.edu/fulfillment/login)
Procedures & Guidelines

Copyright Information Policy:

We wish to remind you that unauthorized duplication, distribution and use of copyrighted material, outside of the boundaries of fair use, is illegal and can expose the violator to severe civil and criminal liability under Federal Statutes. This applies to any type of copyrighted works, including music, movies, software and other literary and artistic works. No member of the college community is permitted to store, transmit or make available unauthorized copies of copyrighted material using computers, networks, storage media or any peer-to-peer file transfer services that promote or lead to copyright infringement. Not only are these activities illegal, they can increase security risks for your computer systems by introducing computer viruses, Trojan horses, spy ware, as well as exposing private files on your computer and those of your co-workers.

The Recording Industry Association of America (RIAA) has been monitoring Colleges and Universities throughout the country in an effort to identify, and pursue reparation from, the perpetrators of this unlawful activity. In addition to the damage to the reputation of the institution, this can also lead to the imposition of financial penalties. Employees engaging in any unauthorized activities on a College computer will be subject to disciplinary action, which may include termination. In addition, the College will cooperate in any resulting court action. If anyone has knowledge of stored unauthorized copies of music, movies, software or other copyrighted works on their computers they should delete them immediately.

While there are indeed certain activities that should be cautioned against due to the exclusive rights of copyright holders, the Fair Use section of U.S. Copyright law does allow for some flexibility for certain purposes including teaching, scholarship and research. John Jay community members are encouraged to use the copyright @ CUNY web tool (http://cuny.edu/libraries/services/copyright.html) designed to help students, faculty and staff in making informed decisions about their use of copyrighted materials.

Please see Copyright Basics Law from the U.S. Copyright Office. If you have questions about the potential use of material, please review the copyright law at www.copyright.com or http://cuny.edu/libraries/services/copyright.html.

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What is protected?
- Printed and electronic books
- Web sites
- Computer printout copies
- Orientation, training and other staff communications
- Printed and e-mail letters
- Classroom handouts
- Students course packs
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The provisions of the Copyright Act govern the College policy on the photocopying of published material for classroom use. Single copies of the following type of copyrighted material can be made for faculty for their own use or that of their students; an article from a periodical or newspaper; a short story, short essay or short poem, whether or not from a collected work; a single chapter from a book. Multiple copies for teaching purposes are subject to the following constraints:

- The copying of a completed article, story or essay is permissible provided that the work does not exceed 2,500 words, or (b)
- An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Multiple copies are not subject to the above constraints if a copyright permission is obtained from the publisher. This permission should be submitted to the Print shop/Copy Center together with the work to be duplicated. To obtain copyright permission, write to the publisher of the material you wish to use and include the following information:

- Name
- Faculty position or title
- Name and number of course
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- Publisher
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Faculty is urged to plan their reading lists with this information in mind and to request copyright permission well in advance.
On June 1, 2016, a new online work order service software program was introduced. The product was created by RSA, Rochester New York and purchased from Ricoh USA. The software is called WebCRD and it is now the John Jay Web Print Services software.

To use this service staff must have a registered account. Please follow the instructions below to register on the system:

Instructions:

Before you register, you must have:

1. A John Jay email address (private email addresses are not permitted) and
2. Proceed to the following link: https://printshop.jjay.cuny.edu

On the upper right hand side of the page you will see a drop down box and do the following:

1. Select John Jay Account (not Local Account). Local accounts have to be created for RF (Research Foundation) grants; external accounts etc., by the Office of Campus Office Services. To create a Local Account send email to edibua@jjay.cuny.edu.
2. Log-in with your JJC UserID and password
3. You will see a new window – “Account not found” –; click on ‘I am signing in for the first time’ and Re-enter your password
4. The Account Registration window will appear.
5. Review the pre-populated information
6. Pay particular attention to the Department Name and Office Location.
7. If changes are necessary, they must be made via email to the Information Technology (IT) department Help desk at helpdesk@jjay.cuny.edu.
8. Specify exactly the correct spelling of your name, department name and office location. This information must match the College’s Active Directory and in the WebCRD software. If this information is incorrect or does not match orders may not be placed.
9. The John Jay College address is: 524 West 59th Street, New York City, NY 10019. Locations (room numbers) should be followed by the abbreviated building name, for example: A (Annex); B (BMW); HH (Haaren Hall); NB (New Building) and W (Westport).
10. Call ext. 8279 or email the print shop at printshop@jjay.cuny.edu or the Campus Office Services at edibua@jjay.cuny.edu with any issues.

Requests submitted to the Print shop for books, booklets, pamphlets or newsletters should be reviewed by the Publications Office. Contact Laura Devries at 212.237.8444 or email her at ldevries@jjay.cuny.edu to discuss your printing requests early in the planning process.
**Delivery and Pickup:**

Completed work may be picked up or sent via interoffice mail, if requested, on the due date indicated on the Online Work Order. Small packages of completed work for delivery to all buildings will be delivered by mailroom personnel. For delivery of two (2) boxes or more, email centralreceiving@jjay.cuny.edu or mmerseburg@jjay.cuny.edu to request a delivery.

**Product List:**

- Banners
- Booklets
- Books
- Bookmarks
- Black & white Copies
- Brochures
- Business cards
- Class materials
- Certificates
- Color Copies
- Envelopes
- Exams
- Handouts
- Invitations
- Letterheads
- Manuals
- Newsletters
- Note pads
- NCR Forms (2, 3, 4, Parts)
- Posters
- Post cards
- Programs
- Reports
- Tickets.

**Charge Backs:**

Grant programs, IFR programs and outside services/groups will be invoiced on a quarterly basis for the cost of printing and related services by the Office of Campus Office Services & Records Management.
**Equipment:**

The Print shop is equipped with the following:

**Copiers:**
One Ricoh Color copier  
Six Konica Minolta Black and White copiers

**Printing Presses:**
One four-color Ryobi press  
One two-color Hamada Presses

**Finishing Equipment:**
80 ppm booklet Maker  
UV Coater  
Creaser  
Binding Machines: Tape, Coil and Perfect bind finishing.