COPY CENTER POLICY

Policy Id:
Bus.013 – Copy Center Policy

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COPY CENTER POLICY:
The North Hall Copy Center provides high quality copy products in a timely manner. The staff attempt diligently to finish jobs within 24 hours. The primary service of this area includes Digital black and white copying; and a fax service.

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Copy Center Operator/CA
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Hours of Operation 9:00am – 5:00pm

Procedures & Guidelines

Work Request Form:

Requests for Copy Center services must be accompanied by a completed Work Request Form (soon to be online via the Intranet) which must be approved by the department director or chairperson. With the installation of the networked Konica Minolta digital copiers/printers/scanners, the copy center can print from hard copy, disk and/or email attachments. If you wish to have your copies made from a disk, please send the disk with the work order, outlining the name of the file to be copied. Copy jobs of 100 copies or less must be done on the department copier.

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.

Copyright Infringement:

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.

You may need to obtain copyright permission to:

- Distribute a course pack in print or electronic format
- Post content on an e-learning system
- Photocopy an article for library reserve
- Use content in a private consulting engagement
- Reproduce an out-of-print book

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

**Fair Use Copyright Permission:**

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
- 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 Printshop/Copy Centers 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
- Academic term
- Publisher
- Date of Publication
- Page Number to be copied
- Number of copies to be made
- Date
- Signature

Faculty are urged to plan their reading lists with this information in mind and to request copyright permission well in advance.

**Delivery and Pickup:**

Completed work may be picked up or sent via interoffice mail, if requested, on the due date listed on the Work Request Form. Small packages of completed work for delivery to all buildings will be delivered by mailroom personnel.

**Fax Service:**

A fax machine is located in the North Hall Copy Center for use by those departments that do not have individual fax machines. The telephone number of the fax machine is 212-237-4742.
**Equipment:**
The NH Copy Center is equipped with the following:
One 72 page per minute Konica Minolta Black and White Digital copier
One 95 page per minute Konica Minolta Black and White Digital copier