



SUBJECT: Copy Center

I. **Purpose:** To support the educational needs of the campus by providing document production services.

II. Services:

A. The Copy Center provides an open production area for do-it-yourself copying, laminating, and scanning. The Copy Center complies with the requirements of United States Copyright Law (See Appendix A for copyright information).

B. Copy Center staff can assist with many additional services including:

1. Binding
 - a. Ring binding
 - b. Velo binding
2. Copying and Printing
 - a. Black & white prints: 8.5" x 11" (letter), 8.5" x 14" (legal) and 11" x 17"
 - b. Color prints: 8.5" x 11" (letter), 8.5" x 14" (legal) and 11" x 17"
 - c. Carbonless forms (NCR): 2 part, 3 part, 4 part, 5 part, and 6 part
 - d. Collating
 - c. Microform reader/printer
 - d. Transparencies: black & white and color
 - e. Transparency frames
3. Cutting
 - a. Die cutter
 - b. Drilling (hole drills)
 - c. Pre-made die cuts and stencils
4. Dry mounting
5. Fax
6. Laminating: 12", 18", and 27"
7. Lettering and numbering on forms
8. Padding for note pads (1" pads)
9. Perforating and scoring
10. Pouch Laminating: business card, credit card, driver's license, jumbo
11. Poster printing: 17" x 22", 20" x 27", 23" x 31", and 36" x 45"
12. Scanning
13. Shrink wrapping
14. Stapling

III. **Pricing:** Please contact the Copy Center (phone: 435-865-8440, fax: 435-586-7934, email: copycenter@suu.edu) for information on current pricing of services and materials.



Appendix A

**Copyright guidelines for duplicating services
SUU Copy Center**

Observation of Copyright:

- A. The Instructional Media Center strictly observes the legal limitation on duplicating copyrighted materials. Any item to be copied will be scrutinized carefully to see if it is copyrighted. If any question exists about the legality of making a copy, the Media Services will not make the copy.

- B. If an item to be copied is copyrighted, the customer must have written permission from the author or publisher unless fair use applies. (To find out where to obtain permission at web sites for the Copyright Clearance Center at www.copyright.com or United States Copyright Office at <http://www.loc.gov/copyright/>. This site contains request forms for copyright clearance. Also look in Books in Print or Media Finder located in the Reference area of the SUU Library, or write directly to the publisher or recording company listed on the item to be copied.) Note: Even if the item is out of print, the publisher must still be contacted for permission to copy.

II. Possible Exceptions:

- A. **Fair Use** may apply in which three of the four following elements are present:
 - 1. The amount of material copied or used is a small part of the work from which it is taken, no profit is made from the use, the economic loss to the copyright holder is not significant, the material was not originally published specifically for educational use, and there is no intent to republish or display publicly. Further, a claim of fair use always presupposes good faith and fair dealing by anyone asserting it.

 - 2. **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 preparing 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.

 - 3. **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.
 - b. The copy meets the cumulative effect test as defined below.
 - c. Each copy includes a notice of copyright.



Brevity:

- (i) Poetry: (a) A complete poem if less than 250 words and 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 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.
- (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, not 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.