

**Hours:** Monday through Friday, 8 a.m. to 4:30 p.m.

### Copy Center capabilities include:

**Canon Large Format Printer:** A full color printer that prints sizes from 18" wide up to 42" wide. Listed below are recommended sizes for output & pricing:

Posters:	Photo Paper (\$1.00 per sq. ft.)	Vinyl (\$2.00 per sq. ft.)
18" x 24"	\$3.00	\$6.00
30" x 24"	\$5.00	\$10.00
48" x 36"	\$12.00	\$24.00

**Banners\*:** for indoor/outdoor usage (\$2.00 per sq. ft.)

Small – 36" x 18"	\$9.00
Medium – 48" x 30"	\$20.00
Large 72" x 30"	\$30.00
Ex. Large 96" x 30"	\$40.00

*\*Custom sizes are available.*

**Extras:** Grommets can be added to the banners for easy hanging.

**Event Posters:** When planning an event for multiple posters and banners please include the Processing Center in the discussion concerning lead times and deadlines.

**Please note:** When designing a poster or banner the following fonts are **not** to be used as these fonts will look like symbols when printed:

Arial Narrow Italic  
Arial Narrow Underlined  
Calibri

Please contact Mary Jane with questions about custom sizes, file requirements, and to see current samples for the Canon printer by telephone at ext. 4091 or e-mail: [frohlimj@franklinpierce.edu](mailto:frohlimj@franklinpierce.edu)

- **Black and white or color copies** - one or two sided, booklets, transparencies, paper drilling, cutting, laminating, folding, GBC binding, padding and stapling up to 50 pages
- Merged letters and envelopes
- Direct printing to the copiers from our PC computer
- Carbonless forms

## Copying from Paper Originals:

Paper originals should be:

- pages all the same size
- in page order
- one or two-sided not both
- free of paper clips, staples, white out and tape

Keep in mind that, as good as it is, the copier cannot improve the quality of your original. Your originals should be on white stock for optimum results, and your copy (i.e. type and illustrations) should be dark, preferably in black.

## Confidential Material

Confidential originals (such as exams) should be sealed in a large envelope with completed **Copy Request Forms** paper clipped to the outside. Your project will be individually packaged and marked confidential.

## Copying Restrictions

The federal copyright law prohibits the copying and distribution of copyrighted material unless the permission of the copyright owner is obtained or the copying is “*fair use*” A work is protected by copyright if it carries a copyright notice. Although there are no precise criteria for what is considered “*fair use*” where the permission of the copyright owner is not required for copying, the copyright law provides that such factors as *the purpose and character of the copying, the nature of the copyrighted work, the amount to be copied in relation to the size of the copyrighted work, and the effect of the copying upon the market for the copyrighted work* should be considered in determining if the copying is “*fair use*.” Your submission of this request confirms that you understand copyright restrictions/fair use. The copy center is not responsible for verifying your intent in copying this material.

## Turnaround Time

Every effort is made to complete jobs within the time requested or as noted on the Copy Request Form or e-mail. Annual handbooks and other jobs requiring a large volume will require more time. Please contact Mary Jane Frohlich at ext. 4091 or e-mail: [frohlimj@franklinperce.edu](mailto:frohlimj@franklinperce.edu) in advance.

**Jobs requiring a total of 35 copies or more should be copied at the copy center rather than on departmental copiers. Use of the copy center will give the faculty and staff more time to devote to other tasks.**

Copy job(s) requests can be sent to the Processing Center in the following ways:

- Scan the filled out copy request form and e-mail it to [frohlimj@franklinperce.edu](mailto:frohlimj@franklinperce.edu)
- E-mail job to Mary Jane at [frohlimj@franklinperce.edu](mailto:frohlimj@franklinperce.edu)

- **Faculty and Staff:** use our net share link: [\\Order\Copy\\_Center](#) (Note there is an underscore between Copy and Center). Go to the desktop of your computer click the *Start* button. Go to *Run*. Click on it to open the dialog box that shows a box *open:* and type in the link. The Copy Center order folder will open, so drag your file into the space and e-mail Mary Jane the instructions for the job.
- Inter-Office Mail
- Rush jobs please call Mary Jane at ext. 4091 to make arrangements

### Copy Costs (Per Job Basis)

The cost to your department account is as follow which includes stapling, punching, folding, cutting etc. There is no additional charge for using heavier stocks for the copies.

**Black & White Copies:**

8 1/2" x 11" (one sided) .....	\$.03
8 1/2" x 11" (two sided) .....	\$.06
11" x 17" (one sided) .....	\$.06
11" x 17" (two sided) .....	\$.12

**Color Copies:**

8 1/2" X 11" (one sided) .....	\$.10
8 1/2" X 11" (two sided) .....	\$.20
11" X 17" (one sided) .....	\$.20
11" X 17" (two sided) .....	\$.40

### Services for Students (Cash Only)

Costs for copies use chart above for Copy Costs

**Binding: GBC:**

- \$2.00 each book up to 1"
- \$2.50 each book over 1"

For further information regarding these services or **RUSH JOBS** please call Mary Jane (MJ) Frohlich at ext. 4091 or send an e-mail to [frohlimj@franklinperce.edu](mailto:frohlimj@franklinperce.edu)