



## Copy Services

### Stephen B. Luce Library Procedures

There are three type of photo copying machines in the library: paper copiers, computer print manger, and microfilm printers. Copyright Law, US Code title 16, Fair use provision applies to all type of photo copings.

Paper copiers are located next to the oversized book stack nearby the stairways on the main reading room floor. The cost of copying is 15cent per page. The copier takes any combination of US coins except pennies. Coins can be obtained through the bill changers next to the copy machine. In case of class room use, the library will let make one set of initial copies on bypass key for instructors who will make extra copies on their departmental printers. Library staff will record a number of copies made by the bypass key in the log book kept on the circulation shelf, next to the multiLis computer.

Maintenance of the copies is done by the SMGS company. When service is needed, the library staff places a call to the company for a service. Service calls are recorded on the copy service log.

Microfilm Reader/Printers are located on the same first floor with the paper printers and they are maintained by the SMGS. The cost of copying is 15cents per page.

Print Manager located at the back of the circulation counter is routed to all public work station computers and all print jobs are executed through this laser printer. Copying is free and a maximum number of pages are limited to 10 pages as of now, Fall 2003.