

Duplication Services

Duplication Center
Meadows Library – Wallace Drive Campus
Contact Information: (256) 549-8414 or duplication@gadsdenstate.edu

Policy Statement

To meet the duplication needs of the faculty, staff, and administration the College operates the Duplication Center under the supervision of the Meadow's Library administration. The Duplication Center is organized and operated to provide quality service using the most efficient means at the least possible cost.

Hours

Hours vary each semester. Please contact the duplication center to inquire about current hours.

User Guidelines and Procedures

In order for the Duplication Center to provide necessary service, the following guidelines or procedures must be followed:

1. Only materials, which support instructional or administrative needs at Gadsden State Community College, will be duplicated or reproduced.
2. When dropping off print jobs at the counter (Room 110) please put the department or staff name on the folder or envelope in which you send the work.
3. Print jobs must indicate a department and instructions (number of copies, stapled, color, back and front, etc.). Unless specifically requested in writing, copies will be printed front and back in order to save paper.
4. When sending work via e-mail, please send a detailed request along with attachment(s) to duplication@gadsdenstate.edu. You will receive a reply e-mail when your duplication is complete. Please call 549-8414 if you have questions or do not receive a reply e-mail.
5. Inform the staff when the print job involves exams or confidential information. These items should not be left on the counter.
6. The user must provide a clear, dark master copy.
7. To get materials duplicated on time, users must get materials into the Duplication Center in advance. The center will operate on a first come, first served basis. The following schedule is observed:
 1. "While you wait" service may be available on already prepared copy of short runs.
 2. Twenty-four hours or longer for long runs
 3. During examination periods (mid-terms, finals), the above schedule may be adjusted to a longer time period.
8. The Duplication Center will collate, sort and staple duplication jobs of various quantities.

9. Equipment will be operated by the Duplication Center staff only. No exceptions.
10. White paper of standard weight and size (8.5' x 11") will be provided by the Duplication Center. The Duplication Center has a limited amount of specialized papers. If you have special paper requirements (i.e. size, color weight, texture, etc.), please furnish your own or contact the Duplication Center to inquire about the current paper stock.
11. Copyright regulations relative to the copying of materials must be followed. If copyrighted permission is required, the person requesting copying must obtain the necessary copyright permission and furnish proof of this permission to the Duplication Center in writing.
12. Pick up print jobs at the counter (Room 110). Make sure the person picking up the work knows what identification system you are using, especially if you are sending student workers. To prevent possible loss of materials, do not pick up duplication jobs intended for other departments or look through other completed jobs or folders on the counter. Do not send students to pick up exams or confidential information.

Help Reduce Duplication Expenses

Use the Duplication Center for all copy runs of more than 20 pages. Please be conservative and consider distributing lengthy (and costly) handouts through electronic means. Lengthy handouts can be duplicated and sold through the campus bookstore. Instructional material can be uploaded to departmental web pages or placed on Reserve in the library.