

Preparation of Materials for Photocopying
IMPORTANT INFORMATION!

1. Timely submission of the complete, original document(s). We urge all faculty to submit course materials on or before the deadline. Failure to submit materials by the deadline may result in photocopying delays. Please provide good quality, reproducible “ORIGINALS”.
2. Eliminate all black “borders” from your original document(s). This can be done when the material is copied for you initially by the use of a “frame” (plain white paper taped to the copier leaving only space for the page size to be copied), or by using the “Bound Originals” function on most brand name copiers.
3. If you need a good quality copy of a case to insert into your course materials, please contact Jennifer Locke in the Library (662-9136).
4. Cut-and-paste materials need at least a one-inch border at the top, bottom, and sides of each sheet. Tape all sides of cut-and-paste materials to 8 ½ x 11" sheets.
5. Paginate materials before submitting to Photocopy Center. **VERY IMPORTANT!!!**
6. Include a syllabus, an index, or cover page with your materials.
7. Materials requiring copyright permission must have the permission attached when submitted to Photocopy Center.