

COPYCATS

DEPAUW PRINTING SERVICES NEWS

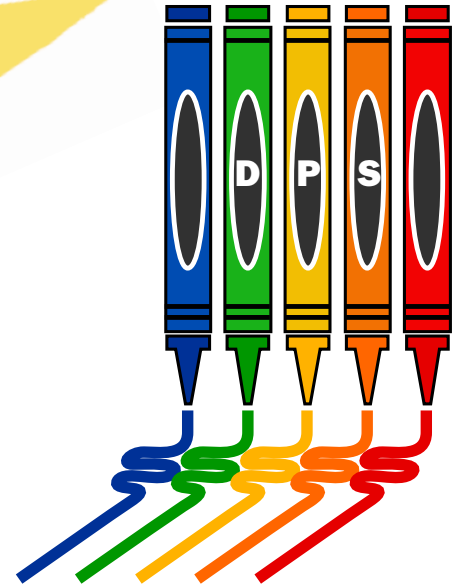
AUGUST 2003

AT YOUR SERVICE!

Printing Services welcomes you to a new academic year!

This is the fall 2003 issue of our newsletter, *CopyCats*, in which we will highlight various services offered in Printing Services as well as offer tips to assist you in planning your printing/copying jobs.

With this issue, we extend an invitation for you to visit us and see our new digital copiers. We will be glad to show you samples of various printing and binding options that are available to the DePauw campus community. Please stop by, say "hi" and let us show you how we can help with your printing/copying jobs this year!



STOP THE PRESSES ... PLEASE!!

August-September is always the busiest period in Printing Services. If your job has a tight deadline, please call ahead for an estimated production schedule – especially between Aug. 15 and Sept. 30. We will do everything possible to assist you in scheduling your next job.

TAKE A NUMBER

Beginning this year, we **MUST** have a printing account number (your unique nine-digit account+6950) in order to process your job request. If your departmental account does not have a printing line item, **please ask accounting to create one for you.** It is your responsibility to request and provide this account number. We sincerely appreciate your help and cooperation!



MAKING A LIST ...

Here are a few of the items that can be produced by Printing Services:

- booklets
- brochures
- coursepacks – see back side for copyright information
- envelopes
- fliers
- forms
- invitations
- newsletters
- letters
- memos
- note pads
- post cards
- posters
- programs
- report covers
- reports
- résumés
- transparencies/overheads

SAVE on COLOR COPIES!

We're excited to offer improved color quality – and lower prices – with our new digital color copier. Here is some information to help you plan your color copy requests:

Prices (white paper only)

- 8 1/2" x 11" (letter size)
 - 25¢ each – one side
 - 40¢ each – two sides
- 11" x 17" (poster size)
 - 50¢ each – one side
 - 75¢ each – two sides

Transparencies/Overheads:

- 8 1/2" x 11" (11" x 17" not available)
 - 50¢ each
- Watch for updates and information about new and improved printing services during the year. Remember, call us if you have any questions or need cost estimates.

LOCATION: CHARTER HOUSE • PHONE: EXT. 4169 OR 4170
 HOURS: 8 A.M.–NOON • 1–5 P.M.

COPYRIGHTS

Printing Services observes the laws that apply to copying printed materials for classroom distribution. Here are additional procedures we would like to have you follow if you are preparing coursepacks or planning to reproduce articles or images in Printing Services:

1. Select the materials you want to use and identify the copyrighted materials you would like to reprint.
2. Sign on to www.copyright.com by entering the username and password created for you.
3. Enter the data about the materials you would like to reprint on the Web site to request permission (use the registered number of students in your course as the number of copies you would like to print).
4. Assess the feedback to determine if you wish to include those articles in the final coursepack. Permission may be denied, in which case you may not reprint the materials; or the price may seem to you to be prohibitive, in which case you may wish to ask the students to purchase books instead, you may change your selections or you may wish to put these materials on reserve in the library.
5. Complete the permission order submission online at Copyright Clearance Center Web site for the materials you actually want to use (we will be able to adjust the precise number of copies for which we will be billed later to match the number of copies actually distributed).
6. Prepare a table of contents for the coursepack with the complete citation of each article, including the copyright holder and the copyright date. Prepare clean copies of the materials you wish to have reprinted for the coursepack with the following information printed on the first page of each article:
(Title), (Volume), (Edition), pages (xxx) by (Author). Copyright (copyright year) by (copyright holder). Reproduced with permission of (copyright holder) via Copyright clearance center.
7. Take the order confirmation from CCC with the preliminary invoice, and the prepared clean copies to be reproduced, to Printing Services. Indicate the prudent number you think should be printed (this may exceed the number of registered students for which we obtained preliminary permissions, as we will adjust the permission order later to reflect the actual number of copies distributed and pay the appropriate charges). If you have used a different copyright permissions agent or if you have gotten and paid for the permissions yourself, just note this on the materials you give to Printing Services, and we will arrange for the appropriate reimbursement/ payment for those permissions.
8. Printing Services will arrange to send the materials to the bookstore, which will sell them to students for the cost of the printing and permissions without any additional markup. We would like to move to using the bookstore for such [coursepack] sales even if copyright permissions are not needed.
9. The Bookstore, Accounting Office and Printing Services will arrange to use the fees from sales to students to offset the printing costs and to pay the permissions charges, which will be billed directly to the University.
10. Basic course notes prepared by the faculty member, such as the syllabus, should be ordered as separate jobs from Printing Services and charged to the department budget. These may appropriately be distributed to all students without additional charge.

If you prepare this message and glue or tape it on the first page, make a clean copy of the page so labeled to make reproduction easier.

If you have questions about coursepacks or other course distribution options, please contact Rick Provine (rprovine@depauw.edu or ext. 4792) or Brenda Reed regarding copyright issues (breed@depauw.edu or ext. 4363).



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Normal business hours for Printing Services are:

**Monday – Friday, 8 a.m.-5 p.m.
(closed noon-1 p.m.)**

Please call ext. 4169 or 4170 to request a job pick-up. If you need to have your printed job delivered, please indicate the location on the Printing Request form.