

COPYCATS

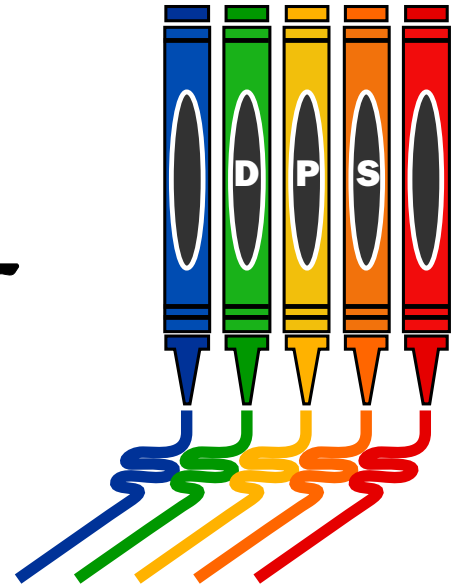
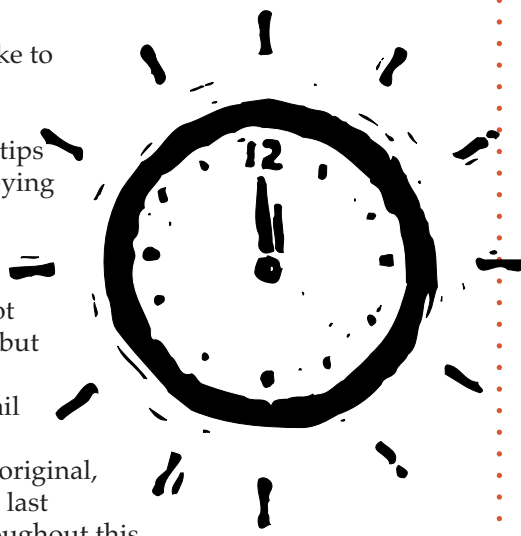
DEPAUW PRINTING SERVICES NEWS

MAY 2004

TIMING IS EVERYTHING!

As this academic year ends, we'd like to thank everyone who used DePauw Printing Services! We'd also like to take this opportunity to offer some tips on preparing for your printing/copying needs during 2004-05.

The new black & white and color digital copiers (installed last fall) not only offer improved image quality, but they allow jobs to be submitted in digital format (PDF) either via e-mail or the DePauw network. Each copy reproduced from a digital file is an original, so the quality is just as good for the last impression as it is for the first. Throughout this year, we've been working with individuals who successfully submitted PDF files for output. If you'd like to know more about this exciting new option, please call, e-mail or stop by.



August-September is always the busiest period in Printing Services. Before leaving for the summer months, please think about those copying projects that will be needed when the academic year begins. If possible, bring these jobs to DPS now, so we can have them ready and waiting when you return. Also, please allow for time needed to obtain any copyright authorizations (see information on back of this sheet).

CH-CHING!!!

That's the sound of the money you save by using DPS!

Every copy made on your office copier costs 5¢, while the cost to make 5-25 copies in DPS is only 4¢ each ... and as little as 2¢ each for 100 or more copies. We can save you time and money, so send your printing and copier jobs to DPS.

SURE, WE CAN DO THAT!

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

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

SAVE on COLOR COPIES!

We're excited to offer improved color quality – and lower prices – with our 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

\$1 each – two sides : printed on poster-weight paper

Transparencies/Overheads:

8 1/2" x 11" (11" x 17" not available)

50¢ each

Remember, call us if you have any questions, need cost estimates or would like information regarding digital file submission.

LOCATION: CHARTER HOUSE • PHONE: EXT. 4169 OR 4170 • E-MAIL: rcrawley@depauw.edu
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).



YES, DPS is open during the summer!
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.