

PHOTOCOPYING

Issued: Unknown

Revised: November 10, 2003

All College photocopying machines are equipped to accept the four digit numerical password.

Location of Machines

Basement

Access to Machines

The machines in the basement are accessible to all staff and faculty with a four digit photocopy number.

Use Policies

The photocopying allocation per faculty member will be calculated by the Dean of Arts and Social Science at the beginning of each academic year, according to the following guidelines:

- A. Regular Faculty Allotment: All faculty full or part-time, are allocated 50 copies per student per course.
- B. Faculty on full-time appointment are entitled to an additional personal copying allocation of 400 copies.
- C. All Chairs are allocated an additional 500 copies.
- D. Faculty wishing use beyond their total allotment may have the costs assigned to their Faculty Allowance or deducted from their monthly cheques.