

ACADEMIC SUPPORT SERVICES

COMPUTER FACILITIES

Hartnell College computer facilities, under the direction of the Associate Vice President of Library and Academic Technologies, consist of the following Academic and Administrative Computer Systems:

1. Networked Computer Classrooms

- C209 Academic Systems Lab
 24 –Pentium IV 2.4GHZ PC 512MB with CDRW/DVD-ROM Drives
 1 – Pentium IV 2.4GHZ PC 512MB with CDRW/DVD-ROM Drives for Plasma monitor
 1 – 42” wide plasma screen
 1 – HP LaserJet 8000N Printer
- C213 25 – 1.70 GHz Pentium IV PC 512MB with CD-RW and DVD-ROM Drives
 1 – HP LaserJet 4050TN Printer
- C215 24 – 1.70 GHz Pentium IV PC 512MB with CD-RW and DVD-ROM Drives
 1 – HP LaserJet 4000TN Printer
- C217 31 – 1.70 GHz Pentium IV PC 512MB with CD-RW and DVD-ROM Drives
 1 – HP LaserJet 4000TN Printer
- C219 25 – Pentium IV 2.4GHZ PC 512MB with CDRW/DVD-ROM Drives
 1 – HP LaserJet 4000TN Printer
- VAF216 12 – G4 Macintosh Computers PowerPC 1 Gig
 17 – G5 Macintosh Intel 1 Gig
 1 – HP 4000TN Laser Printer
- East2 22 – 800GHz Pentium III PC 128MB
 1 – HP 4000TN Laser Printer
- KCC211 31 – 1.70 GHz Pentium IV PC 512MB with CD-RW and DVD-ROM Drives
 1 – HP LaserJet 4000TN Printer

2. Computer Classrooms

- TECH2 – CAD classroom/lab w/23 CAD stations consisting of a variety of different PCs, CPUs and peripherals
 MER11 – 15 Pentium 223 MHZ student workstations, 1 printer

3. Academic Learning Center (see page 4 for more details)

- ANX120 – Math Lab (13 Pentium IV 1.7 GHz with CD-RW and DVD-ROM drives, 3 stations handicapped accessible)
 ANX107 – Reading & Writing Lab (32 Pentium IV 1.7 GHz with CD-RW and DVD-ROM drives, 2 stations handicapped accessible)
 ANX108 – Tutorial Center (9 Pentium IV 1.7 GHz with CD-RW and DVD-ROM drives, 1 station handicapped accessible)

CAB 211 – Computer Lab (25 3 GHz Dual Pentium 1GB with CD RW and DVD ROM drives, 1 station handicapped accessible)

CAB 359 – Language Lab (28 Tandberg Multimedia stations, 28 Pentium IV, 1.7 GHz with CD RW and DVD ROM Drives)

4. Learning Disability Classroom/Lab

ANX103 – (5 Pentiums, 3 Power PC's, 2 Scanners, 2 Laser Printers, 2 486's)

5. Career Center

3 Pentium 133 MHZ PC's (1 for Discover Program, 1 for OPAC, and 1 for Job Bank database)

6. Faculty Computing Center

C322 - 6 – 800 PC with 1 laser HP 450TN printer, and 2 Scantrons 8400/888PT
MER11 – 8 Pentium 350 PC's on carts and 1 Scantron 888 P+.

7. Faculty/Staff Resource Center

11 – Pentium IV 3.0; Scanners, CD/DVD RW Burners and color printers

8. Music Midi Lab

PA143 – 5 Mac G3 w/1 MB RAM/40MB HD and Midi Interface connected to a Yamaha
SY – 22 Multi-timbral Synthesizer using Finale Notation & Performer Sequencer Programs
PA118 – 20 Mac G3 in Piano Room

9. Computerized Library Systems

An online catalog lists Hartnell College Library's media collections. One hundred and seventy pc and 30 laptops in the library provide access to a library network of CD ROMs, the catalog and the Internet. The library network is available throughout the campus. Hartnell's online catalog is also available from the library's web page.

10. Library and Learning Resource Center

First Floor:

130- Pentium IV 3.0 GHz, 512 DDR2, CD-RW DVD-ROM
30- Toshiba Laptop Available for use in library only
1- MAC G5 Multimedia Station Video Editing Room
1- Audio Mixer
1-Electronic Keyboard
2-Microphones
11-Room Wizards (study room reservation system)
1 Self check out station

Room 113- Distance Learning Teaching station

1-IV 3.0 GHz, 512 DDR2 ,CD-RW DVD-ROM
1-DVD/ VHS Combo
1- Walk & Talk Interactive Panel Whiteboard
1-Document Camera
1 Polycom VS 4000 Video Conferencing Codec

Second Floor:

- 120- Pentium IV 2.4 GHZ, 512 DDR2, CD-RW, DVD-ROM
- 11-Room Wizards (study room reservation system)
- 1-Self check out station

Internet Competency Lab

- 18- Pentium IV 3.0 GHz, 512 DDR2, CD-RW DVD-ROM
- 1- VCR/DVD combo
- 1-Document Camera
- 1- Walk & Talk Whiteboard

Smart Study Rooms:

- Study Room 123-Copy Cam
- Study Room 124- Walk & Talk Interactive Panel and Safari (Video on Demand)
- Study Room 129- Walk & Talk Interactive Panel and Safari (Video on Demand)
- Study Room 130- Walk & Talk Interactive Panel and Safari (Video on Demand)
- Study Room 131-Copy Cam
- Study Room 132- Copy Cam
- Study Room 140- Copy Cam
- Study Room 150- Safari (video on Demand)
- Study Room 155- Safari (video on Demand)

King City Education Center

- Room 108 – 11-13 Pentium IV 1.7 GHz with 512 MB CD/DVD ROM, CD RW
1 – HP4000TN LaserJet Printer
- Room 109 – 33-34 Pentium IV 1.7 GHz with 512 MB CD/DVD ROM, CD RW
1 – HP4000TN LaserJet Printer
- Room 110 – 7 Pentium IV 1.7 GHz with 512 MB CD/DVD ROM, CD RW
1 – HP4000TN LaserJet Printer
1 – PictureTel distance learning equipment
- Room 211 31 – 1.70 GHz Pentium IV PC 512MB with CD-RW and DVD-ROM Drives
1 – HP LaserJet 4000TN Printer
- Admissions - 6 Pentium IV 1.7 GHz with 512 MB CD/DVD ROM, CD RW
1 – HP4000TN LaserJet Printer

Absolutely no food or drinks are allowed in computer labs

Additionally, only Hartnell students are allowed in these labs.

FACULTY AND STAFF RESOURCE CENTER

The Faculty and Staff Resource Center (FRC) is a technology learning resource center provided for all faculty and staff. The center is able to provide knowledgeable support staff and innovations in technology. The Instructional technologist works with faculty, staff, and administration to facilitate and integrate the use of these technologies into the classroom, ultimately benefiting the students of Hartnell College.

Some of the latest technologies include: Eleven Pentium IV PC's with DVD-R/CD-RW burners. The FRC also has multimedia production capacities, multi-card readers, scanners, 2 Mac G4s (one with multimedia producing capabilities including a video editing suite), laser printer, color ink jet printers, and other instructional equipment and media.

The FRC is currently staffed with one instructional technologist who specializes in distance education, webpage authoring, multimedia, digital art production, video conferencing, instructional design, print and presentation development.

Faculty and staff trainings are offered each semester in topics ranging from computer literacy to advanced multimedia, including web page development and online teaching. FRC staff also offers one-on-one training and mini workshops per request. The training offered is designed to provide faculty and staff with technological support and to create innovative solutions that can be carried on to the educational needs of Hartnell students.

ACADEMIC LEARNING CENTER

The Hartnell College Academic Learning Center (ALC) is an instructional and instructional support program consisting of a Computer Lab, Language Lab, Math Lab, Reading & Writing Lab, and a Tutorial Center. The services of each lab are detailed in the section below. In addition, the ALC offers services at East Campus and King City Center through the East Campus Reading & Writing Lab and the King City Center Learning Skills Lab. The ALC strives to provide a friendly, comfortable, open, and intellectually stimulating approach to instruction.

The ALC provides developmental instruction for academically under-prepared students and alternative instructional environments for students seeking more individualized or self-paced programs of study. Each lab offers courses for students interested in developing particular computer, language, or mathematics skills. For students who need support in other courses, the Tutorial Center provides trained peer tutors and supplemental instruction leaders for individual or group study sessions.

ALC labs and centers promote retention of students who might otherwise drop out or not succeed in gate keeping courses for their desired certificate, degree or transfer coursework. Many students are referred by instructors or counselors; however, any student meeting the prerequisites of an ALC course can enroll. The ACL is committed to working with faculty across the curriculum to develop programs supportive of students. To learn more about the ALC, drop by the office in the Annex, or call 755-6866.

COMPUTER LAB

The Computer Lab (CAB 211) offers self-paced computer courses and provides computer access to students enrolled in on-line, self-paced, or other computer courses taught throughout the campus. Computer Lab courses cover basic computer concepts, the Internet, keyboarding, word processing, and other programs. Students can also sign up for Business 200, in which an instructor designs an individualized program of study to meet the student's computer skill needs, such as learning to make a PowerPoint presentation. For further information, visit the Computer Lab or call 755-6777.

LANGUAGE LAB

The Language Lab (CAB 359A) supports students taking English as a second language or foreign language classes. Equipped with the Tanberg Multimedia Language system and 28 computers, the lab provides students with access to a wide variety of language resources. Students can practice listening, speaking, grammar, and vocabulary with authentic language materials. An instructor is available in the lab at all times to answer student questions and provide practice assignments and clarification. ESL students sign up for the lab by taking a course with an L section of their course. Foreign language students are assigned to a 0 unit tutorial section. For further information, visit the Language Lab or call 770-7066.

MATH LAB

The Math Lab (Annex 120) provides two distinct opportunities for students: (1) a self-paced program of courses and (2) individualized study support for lecture courses. The self-paced courses include Arithmetic (Math 200L), Pre-algebra (Math 201L), Elementary Algebra (Math 121L), Intermediate Algebra (Math 123L), and Technical Mathematics (Math 151L). In the lab each course is broken into several smaller modules, so that completing all the modules in a lab course is equivalent to taking the course in lecture mode. The Math Lab is mastery oriented and students must show at least 80% proficiency on assignments before advancing to the testing phase of the modules.

The Math Lab also supports students in lecture math classes through Individualized Study (Math 205 or 206), a credit/no credit course. This program is designed to help students improve their performance by providing review and reinforcement of the concepts from their lecture math class. Students enroll in this class along with their lecture class and must attend a minimum of 24 hours in the Math Lab throughout the semester.

Math Lab faculty, staff, and tutors provide instruction and individualized assistance. Students also benefit from multi-media and computer-assisted instruction materials which correspond to the textbook. The Math Lab is beneficial for students with time constraints that don't allow them to take a lecture class, and for those who need more time than is provided in a lecture class. However, students must be motivated and self-disciplined to succeed in the self-paced courses. For further information, visit the Math Lab in Annex 120 or call 755-6915.

READING AND WRITING LAB

The Reading & Writing Lab (Annex 107) offers courses designed to help students develop and reinforce their critical reading and thinking skills, writing skills and the skills students must possess for success in other classes. These courses are all self-paced, individualized, and open-entry to meet the learning needs of each student. Under the supervision of instructors and instructional specialists who diagnose and prescribe learning tasks, students use an array of multimedia and traditional materials to develop skills in the following areas:

- reading comprehension
- responding to fiction and nonfiction
- understanding vocabulary and grammar in context
- reading speed
- fundamentals of grammar and English usage and writing conventions
- writing clearly and concisely
- paragraph and essay structure
- generating original ideas
- supporting ideas clearly
- the writing process, including prewriting techniques, revision and editing skills
- awareness of writing for a purpose and audience
- successful writing strategies
- understanding and applying basic research and citation skills
- study techniques

Students in the Reading & Writing Lab receive credit based on the number of hours in the lab and successful completion of assignments. Students take a pretest to determine their skill level and meet with an instructor to determine their educational objectives and needs. They meet regularly with an instructor to receive assignments and evaluate their performance.

Students are encouraged to put in as much time as possible and take advantage of staff and tutorial support, assistance, and direction.

This lab does not help students write papers for other classes; it does not offer a proof reading service. The goal of the Reading & Writing Lab is to assist students in developing skills they can transfer to their college course work across the curriculum, resulting in greater confidence, self-esteem, and retention. For further information, visit the Reading & Writing Lab in Annex 107 or call 759-6018.

Both East Campus and King City Center offer Reading & Writing Lab courses and support in limited hours and curriculum options. At East Campus, students who need help with their basic language skills can sign up for courses offered between 10 and 14 hours per week, in EC102. The Learning Skills Lab at King City Center is open 15 to 20 hours per week for students taking Reading & Writing Lab courses. Students should check with the King City office to get more information concerning hours and course offerings at the site.

THE TUTORIAL CENTER

The Tutorial Center (Annex 108) is an individualized supplement to classroom instruction. It is designed to help students strengthen academic self-confidence, enhance study skills and improve communication skills through individual or group tutoring. Trained peer tutors and experienced supplemental instruction (SI) leaders staff the center, while networked computers offer additional resources for participants.

The Tutorial Center provides all Hartnell students easy access to qualified tutorial help in almost any subject. Students needing assistance in math, English, ESL and Spanish courses are welcome to participate in our drop-in program where tutors are present at specified hours and are available to assist them. Tutoring in other subjects is arranged as needed and requested by students.

In addition to peer tutoring, Supplemental Instruction (SI) is also available through the center. SI is a peer-led academic support program that helps students enrolled in certain historically challenging courses. SI sessions are free, voluntary, and open to the entire student population of each designated course. SI's goal is to aid all students in a class, regardless of their knowledge or ability level. In the sessions, which meet on a regular schedule several times a week, students work together under the guidance of their SI leader. They compare notes, discuss readings and concepts, work on handouts, practice for quizzes and tests, and take part in a variety of other collaborative activities. Through tips from their SI

leader and interaction with fellow students, these students also learn helpful strategies for studying and learning.

Students who want to help others learn should be encouraged to participate in the Tutorial Center as tutors or SI leaders and discover the many rewards associated with helping others become motivated, self-confident learners. Tutors and SI leaders build their communication skills, increase their knowledge and self-confidence, acquire valuable work experience, earn money and can receive course credit through the tutor training program.

For further information, visit the Tutorial Center in Annex 108 or call 755-6738.

LIBRARY AND LEARNING RESOURCE CENTER

The Library

Hartnell College Library is committed to providing the highest quality of library services and resources to enrolled students, faculty, and staff of the Hartnell College community. Located at the corner of Homestead and Central Avenues adjacent the new parking garage and across from Central Park, the new Library and Learning Resource Center opened in June, 2006. All faculty, staff and students may use the library for research, study, computing, and for personal enrichment.

Reference librarians are available during open hours to answer questions, guide students in selection of research tools and assist with formulating search strategies for locating information. Librarians also teach orientations and information literacy/research skills courses in the Information Competency Center.

The library's collection contains more than 60,000 items Books are located on the second floor arranged by Library of Congress Classification System, and may be accessed through an online catalog. In addition to books, digital electronic books, periodicals, newspapers, electronic databases, videos, DVDs, CDs, and microforms are available in the library. Students may borrow materials from other libraries by requesting interlibrary loans at Reference Services. Faculty may place materials on reserve at Circulation Services. The library has computers on both floors that provide access to the Internet, electronic databases, and other software. Laptops will soon be available for in-building checkout, and wireless access will be available throughout the facility. There are copy machines, network printers, self-check stations, and express online catalogs on both floors in the library.

Periodicals and newspapers comprise an integral part of the library's collection. The latest issues of periodicals are available in a periodical browsing area at the library entrance. Older issues of periodicals and microfilm are located on the second floor near the reference collection and Reference Services. The library subscribes to about 232 periodicals. In addition, the library subscribes to about 30 electronic resources including full-text periodical and journal databases, newspapers, encyclopedias, dictionaries, country and cultural information sources, literary sources and statistical information. Off campus access is available to students, faculty and staff via remote authentication. Each spring a review of the library's subscriptions is conducted, and faculty recommendations are most welcome.

The library's web page (<http://www.hartnell.edu/library/>) is the gateway to library information and resources. In addition to information about the library, its services and programs, access to the online catalog, digital books, electronic resources, and discipline related links are provided.

Special Collections features unique book collections, and college archives. The most notable collection is the ornithology and natural history volumes of the O.P. Silliman Scientific Library. Access to Special Collections is by appointment only.

Library Instruction & Information Competency

Library instruction and orientations are important services of Reference Services. In addition to the 60 hours the librarians work at the reference desk, the reference librarians are available to provide instruction to classes, lead class tours, and assist with the identification and effective use of specialized resources. Students who develop information competency skills will be better prepared for their college classes, and the workplace. Reference librarians can come to your classroom or teach sessions in the Information Competency Center.

The library offers credit courses in library instruction for students who desire a more comprehensive understanding of information and library resources, and students intending to transfer to four-year colleges and universities. LIB 2 is a one-unit, self-paced course introducing the college library and its resources; LIB 5, 6, and 7, are one-unit lecture and online classes focusing on research and resources in various disciplines. For instruction or tours by the reference librarians please call 759-6078, and make arrangements at least one week in advance. The librarians request that instructors check with the student services librarian or the reference librarian on duty before bringing classes into the library to work on assignments or to do research.

The Reserve Collection

If instructors have items that students need to use in a short period of time, they may request to place these items on reserve at Circulation Services. Reserve materials are listed in the library's online catalog. Instructors' copies of books, sample tests, answer books, and reprints of articles are some examples of reserve items. Media materials (videos, DVDs, etc.) may be placed on reserve at Computer and Media Services. Allow a **minimum** of 24 hours for the processing of these materials. At the beginning of semesters, more time may be necessary to process the high volume of requests. Reserve request forms are available at Circulation Services.

Materials Selection

Faculty members are encouraged to participate in the selection of print and non-print materials for their disciplines. The librarians are assigned specific disciplines and may assist you in locating, previewing and ordering materials. Purchasing priorities are as follows:

1. Materials that support and enrich the college's instructional programs;
2. Materials that will aid remedial and exceptional students in subject areas in the college curriculum;
3. Materials that will help students achieve their career goals;
4. Materials that inform and contribute to the general well-being of our students, faculty, and staff.

Forms to suggest the purchase of new materials are available at Reference Services and on the library's web page. Review journals and publishers' flyers may be routed to faculty upon request. Please submit requests to the reference librarian on duty, or to the technical services librarian. When an item is received, you will be notified.

Faculty members are urged to review the collection in their disciplines for updating as well as to suggest removal of titles that are out-of-date.

COMPUTER AND MEDIA SERVICES

Computer and Media Services offer computers and a vast array of multimedia options including the capability of distributed media viewing. The new library includes a variety of learning environments such as "smart" study rooms that feature collaborative learning tools.

An instructional technology technician is available at Media Services to help students, faculty and staff.

Audio/Visual Equipment

Audio/Visual Equipment Services is located in the Library, and the technician is available Monday – Friday 8:00am-5:00pm.

The Library provides audio/visual equipment support services to all faculty and staff. Available equipment is limited, so all requests must be made well in advance. There are no permanent assignments of equipment to a classroom except for units mounted on walls. Do not assume that equipment you have seen in your classroom will continue to be there unless you request it. Please do not move equipment out of another classroom to your classroom. Unauthorized moves not only deprive other faculty of their reserved equipment, but also cause problems for the Library when equipment cannot be found. Incidentally, the Chancellor's Office requires usage data annually; if you use equipment you have not requested, the report to the Chancellor will underestimate campus usage.

Instruction in the use of the A/V equipment can be provided by appointment with the AV technician, Monday through Friday, 8:00am to 5:00 pm. Because of limited staff, equipment operators cannot be provided. Occasionally equipment becomes defective. If this happens, call ext. 6869.

Procedures for Requesting A/V Equipment:

Please plan ahead and submit your requests for equipment, at the beginning of each semester if at all possible. You may fill out an Instructional Equipment Request form and place it in the "ORDERS" box at the Faculty Resource Center, or you may call A/V at ext. 6869, or send email requests to AV@hartnell.edu. Requests may also be made, day or night, by using voice mail, ext. 6869. When leaving a request on voice mail, include all information requested on the form. Do not send orders through the campus guard mail.

Requests must be received by 10:00 am on the day previous to the need. Monday orders must be received by 10:00 am on the previous Friday. Requests are filled in the order in which they are received.

Standing orders will be accepted whenever possible. Standing orders must include the first day and the last day of usage. You must also check the box for "Standing Order".

You will be notified if any request cannot be filled. If you arrive in your classroom and find that requested material is not there, and you received no notification that it was unavailable,

please call A/V immediately at ext. 6869 between 8:00am and 5:00pm. You may also leave a message after 5:00 pm.

Normally, equipment you have ordered will be delivered to your classroom. Exception: All telephone requests/orders for audio visual equipment and service must be followed up by a hard copy request form or e-mail and can be requested through the Hartnell web site.

Evening instructors are responsible for the security of equipment and must assure the department of security measures before equipment will be delivered.

Your cooperation is very important and greatly appreciated.

Duplication (Copyrighted Material)

The Library cannot duplicate copyrighted videos, audio, or computer software without written permission of the copyright owner. There are no exceptions. Request for any duplication should be made in writing. Work order forms are available in the library.

Off-Air Video Taping Guidelines

The following copyright guidelines for education became effective in 1981. It is important that they be followed: 1) to avoid violations and court cases, and 2) to allow incentives and rewards for producers of materials, upon whom we are dependent.

- May be made only at the written request of individual teachers with a minimum of 72 hours notice, and will not be recorded by the Library in anticipation of requests. Forms are available at the Audio/Visual equipment office;
- The legal life of each tape is 45 days from the date of broadcast;
- May be used once by a teacher in class and repeated only once for instructional reinforcement. These uses must be within the first 10 consecutive school days in the 45 calendar day retention period;
- May be used up to the end of the 45 day period only for evaluation (preview) purposes, not class use.

These guidelines for educational use apply regardless of where the videotaping was done or by whom. If a videotape is needed for continued use in instruction, see the System Technology Librarian (ext. 6063) regarding the purchase of a license to retain.

Printed Materials Copyright Guidelines

The copyright law spells out fair use within the definitions of spontaneous brevity, and cumulative effect. Special permission must be obtained from the publisher and/or copyright owners for other copying needs.

Number of Copies

Single: A teacher may copy for scholarly research or use in teaching or preparation:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, essay, or poem
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book periodical or newspaper

Multiple: Copying for classroom use may not exceed one copy per pupil in a course and may be done provided that it meets the test of brevity, spontaneity, and cumulative effect.

Brevity:

- A. Complete poem of less than 250 words and on two pages.
- B. Two hundred-fifty word excerpt from a longer poem.
- C. Complete article, story, or essay if less than 2,500 words.
- D. Prose excerpt if less than 1,000 words or 10% of the work (whichever is less).
- E. One chart, graph, cartoon, diagram, or picture per book or periodical.

Spontaneity:

- A. At the instance and inspiration of the teacher.
- B. Inspiration and decision to use and moment of use are so close that it is unreasonable to expect reply to permission request.

Cumulative Effect:

- A. Copying is for one course in the school
- B. No more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from same collection, work or periodical volume during one term.

Reserve Copies:

Copies of periodicals or portions of books placed on reserve, need to meet the standards of the above guidelines. In addition, the Library interprets the law to mean that anything for, and added to the reserve collection, shall not exceed one copy for each 10 students in a class for one semester, to fit the standards of spontaneity, brevity and cumulative effect.

REPROGRAPHIC SERVICES

Photo copying

Regretfully, the Office of Instruction cannot offer photo copying services to the faculty, even for small, last minute jobs. Instructors are encouraged to plan ahead to utilize Reprographic Services. Each instructor may also obtain a copy card from the Area Dean to operate the copy machine in the Library's Faculty Resource Center.

Reprographic Services is located in the Technology Building, Room Tech 23, ext. 6970. Hours are: Monday through Friday 8:00 am - 5:00 pm.

Full-time and adjunct day instructors must go to the Area Dean's Secretary to obtain Reprographics printing orders and account codes. Adjunct evening instructors may go to the Office of Instruction to obtain printing order forms and account numbers before submitting printing requests to the Area Dean for signature.

The Dean's signature is required on all printing orders. This includes special paper and jobs to be run on the offset presses. Any brochure or mailer must have the approval of the Area Dean or the Vice President for Instruction prior to printing and/or mailing. If a job request fails to meet these guidelines, it will be sent back to the Area Dean.

All class handouts will be reproduced by Hartnell Reprographics and will be sold at the Bookstore. The work orders for these must go through the Area Dean's office and must be signed by the Dean.

Reprographics has a Delivery System comprised of six campus locations where the originator may drop-off and pick-up jobs. These locations are:

PE	Outside PE Dean's Office
CAB	Faculty mailboxes (full-time) or cabinet
CAB 253	Outside Math and Science Dean's office
ANNEX	Academic Learning Center
PA119	Outside Fine Arts Dean's Office
TECH 11	Inside Occ. Ed. Dean's Office

These locations are checked twice a day for deliveries and pick-ups. If none of these locations is marked on the printing order, the jobs must be picked up at Reprographics during the day.

Evening faculty should be sure to check off the CAB (or CRAC) building drop off on the Reprographics Order Form if they wish to pick up material after 5:00pm. In the CAB building, reprographics jobs will be placed in faculty mailboxes only, unless they are too large or contain test materials. Such jobs will be placed in the metal cabinet near the mailboxes in the lobby. This cabinet is kept locked. During the day a key to this cabinet is available in the mail room. In the evening the key is available in the Office of Instruction.

Lead time Requirements:

One-and-a-half Days: All small jobs (under 500 impressions) that are ready to be copied on the Xerox machine will be printed within this time. The process will be on a first come first served basis - NO EXCEPTIONS.

Three Days or More: For larger orders, for offset printing or materials not photocopy ready, speak to the supervisor or operator for a specific return date.

Your cooperation in this time schedule is essential. If you need assistance in planning posters, newsletters, brochures, programs, or handbills, please get in touch with our Reprographics Center personnel. Color copies are also available for your printing needs.

There is one machine on campus that faculty may use for immediate copying, which is located in the Library's Faculty Resource Center. This machine operates with copy cards that

will be issued through your Area Dean. The main purpose of the machines is to produce photocopies that will be used as originals or masters. These will be turned in to Reprographics for reproduction. This machine may also be used for short runs of materials for immediate use.

Copyright Law

Keep in mind that the Copyright Law of 1978, as outlined in the Library section of this Handbook, is in effect, and your request for duplication may be refused if it does not meet the guidelines.

Guidelines for Reprographics Center printing requests:

- 1) With no exceptions, all printing work orders require account codes. There will be no printing without an account number - the order will be returned to the sender. Account numbers are available from the Area Dean's office.
- 2) Any copies that are not photo-ready will be made photo ready, and there will be a 5¢ per impression charge.
- 3) Proofreading for typographical errors is the responsibility of the originator.
- 4) Originals for printing should be copy ready before submission to us. Submit book material in copy form, do not turn in the book. Please avoid dark outlines on the edges of the paper from photocopying as this jams the photo copier.
- 5) Please do not put "ASAP" as due date. Be as specific as possible, even to the time of day required.
- 6) All examinations or quizzes should be handed to the Reprographics Supervisor or the Reprographics Offset Operator who will lock them in a cabinet.
- 7) All other regular orders dropped off at the Reprographics Center should be left in the basket by the door.
- 8) Always keep the goldenrod order copy for your records.
- 9) Please remember, no one is allowed in the machine rooms, or in any other work area.

REPROGRAPHICS PRINTING ORDERS MUST BE COMPLETELY

FILLED OUT BY THE ORIGINATOR.

**THE ACCOUNT NUMBER IS VERY IMPORTANT SO MAKE SURE YOU HAVE THE
CORRECT ACCOUNT NUMBER ON YOUR FORM !**

INCOMPLETE ORDERS WILL BE RETURNED.

To improve the quality of your work:

- 1) LaserJet copies are preferred; however, you can type materials with a good black ribbon or electric typewriter. Light computer print/copy is not acceptable. All work must be print ready.
- 2) Use good quality white copy paper.
- 3) Always leave a margin of 1/2 inch around your copy.
- 4) Do not tape material down, use rubber cement, a glue stick, or do not glue all edges down tightly.
- 5) Make corrections with liquid paper.
- 6) Do not use pencil; if it has to be written, write it in black ink.
- 7) If you need further assistance, we will be glad to help you.

Please Do Not Enter The Machine Room

Submit Your Exams To The Reprographics Center Only