

**Department of Civil, Environmental and Architectural Engineering
University of Colorado Boulder**

Faculty Copy Policy

September 2013

General Copying

To support our faculty in their research, teaching and service activities with the least amount of administrative burden, the department will issue each faculty member one individual general copy code. Faculty members can use this copy code for all teaching, research and service activities. Faculty members are on their honor to use the copy code for department business and general research and service activities. The departmental and service related copies will be paid for by the general operating budget. General research copies are paid for by the department's portion of IDC return.

Project-Specific Copying

If a faculty member needs to make an above average number of copies, the office manager will create a copy code that is tied to a speedtype.

Student Copying

Students will be provided with a copy code only when sponsored by a faculty member and this copy code will be counted against the faculty member's general copy code account unless a project-specific copy speedtype is provided by the faculty member.

Excessive Copying

The staff has created an expected number of copies for each faculty member based upon departmental averages and the individual faculty member's course load. Staff will notify faculty when their copying costs exceed the standard copying numbers. Copying privileges will not be stopped, but a justification for the extra copies or an alternative speedtype will be required.