**Department of Spanish & Portuguese Copier Policy**

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The Department of Spanish and Portuguese main copier is available for use by department faculty, staff and graduate students for university business-related use. While the department staff are the primary individuals responsible for arranging copier maintenance and managing copier reservations, all department members are expected to adhere to the following guidelines.

**Copier Maintenance and Loading Copier Paper**

The copier is very sensitive and can jam easily. To avoid these issues and communicate properly when the copier needs maintenance, please proceed as follows:

*Loading Paper:*

* Please only use the Hammermill “Copy Plus” paper (white and blue package) designated for the copier, so that the copier will be less likely to jam. If you are unsure of which paper to use, please ask department staff.
* If you are unsure how to load the copier paper, please request to set up a training with the department staff. Please be gentle with the paper drawers as they have broken in the past.

*When a paper jam or other maintenance issue occurs, please follow these steps:*

1. If you cannot easily resolve a paper jam, please do not continue to attempt to do so, as this sometimes can result in larger technical issues.
2. If the paper jam occurs during regular business hours, please notify the office staff and/or the office student assistant.
3. If the jam or other technical issue occurs outside of regular business hours, please:
   * Put the pre-designated sign on the copier indicating that it is out of order
   * Email [spanport@colorado.edu](mailto:spanport@colorado.edu) to notify the office staff of the issue,
   * Log the issue on the log sheet.

This helps the office staff track all of the issues that occur with the copier so that they might report these to the copier technicians to identify patterns. The office staff can help resolve the issue when normal business hours resume

1. The office staff will notify the department at large if the copier is unavailable and when the issue is resolved.
2. The office staff will work in a timely fashion with the copier company to request maintenance repairs when needed.

**Copy Limits**

The Department is assessed a fee for all copies made. In order to track the copy needs of the unit, the Department places limits on the number of copies faculty (1000) and graduate students (500) can make. Course coordinators and assistants do not have limits for the number of copies they need related to coordinated classes.

* **Your remaining copy count appears** at the top left of the screen when you log into your profile and press “Copy”.
* Please notify staff early if you are approaching your copy limit (100 copies left). The staff can increase your copy count.
* Each semester, the staff will track requests for increasing the copier counter. If they identify that you regularly request an increase (more than a few times per semester), they may discuss with you alternative options.

At this time, the Department does not assess a fee for copies made over the limit, but we do request that you are considerate of the number of copies you need and that you keep your copier usage to business-related purposes only.

**Copier Usage during High-Traffic Times**

During regular business hours, many people need to use the copier. We ask that you please be considerate of your colleagues. If your project is not urgent, please allow others to use the copier until traffic dissipates.

Please plan your copying/scanning needs in advance. Because many people in the unit need to use the copier, it may not be available at the last minute or when you are in a hurry.

**Alternative Printing/Scanning Options**

*Department staff and the student employee will not make copies on your behalf or scan any of your materials.* This includes both course materials and official materials (ex: evaluation materials, etc.). This policy is in effect even when you are running late or the copier is in use by another department member. You are responsible for resolving your printing and scanning needs.

If the copier is reserved for use by a course coordinator or course coordinator assistant (see below), please arrange alternative printing plans.

You can find alternative printing options around campus with the WEPA print app wepanow.com/printapp or by visiting [www.oit.colorado.edu/printing/map](http://www.oit.colorado.edu/printing/map)

If you have extensive scanning needs, please contact our librarian, Kathia Ibacache, at [kathia.ibacache@colorado.edu](mailto:kathia.ibacache@colorado.edu). She may help you identify alternative options such as library purchase of books or access to digital materials.

**General Regulations**

The copier and related components are university property. Department members must comply with all regulations around university property.

* Copier paper is purchased by the department, and is therefore university property. Please do not take departmental copier paper for personal use.
* The department is assessed a fee for all copies. Please do not use the copier for personal printing (not related to university business).
* Please comply with all university regulations around copyright laws. If you need assistance or have questions, please contact the CU Book Store: <https://www.cubookstore.com/s-5-faculty.aspx>

**Copier Reservations for Course Coordinators and Assistants to Course Coordinators**  
Course coordinators and assistants to the course coordinators may reserve the copier to print/scan materials for coordinated courses. If you would like to make a reservation, please follow these steps:

1. Course coordinators have proprietary copier codes for coordinated course exam printing- please see the front office for these codes.
2. Please email [spanport@colorado.edu](mailto:spanport@colorado.edu) to make your reservation. Please indicate your name, date/time requested, coordinated class(es) for which you are printing, and any other information staff may request to make your reservation.
3. Reservations must be made a minimum of two weeks in advance so that staff can post the reservation schedule for all department members’ reference. Reservations requested without two weeks’ notice will not be accommodated.
4. Coordinators or assistants to coordinators who will be copying exams should make an effort to make all of their copier reservations at the beginning of the semester. This is preferred, not required, and changes to reservations are possible under extenuating circumstances.
5. Please notify the staff as soon as possible if you will be unable to honor your reservation so the staff may open the copier for other department members’ use.
   1. If you cancel reservations three times (even if staff are notified), you will be prohibited from reserving the copier for the remainder of the semester.
   2. If you cancel reservations two times without notice, you will prohibited from reserving the copier for the remainder of the academic year.