PHOTOCOPYING

PREPARATION

You may use the metal, “Photocopy cart from Circulation Dept. S272” or a brown wooden cart to transport photocopy materials from the Photocopy Shelf in S223 to S272 (ILL/EPS Office) or S221 (Jane’s office) where the floor model photocopiers are.

Moving from left to right as you face the “Photocopy Shelf”, take the amount of books or items that you expect you can get done in your assigned time.

Each item placed on the “Copying to be Done” shelf will contain at least one slip with specific instructions for that item. The slip may be blue, pink, white, green or yellow depending on the source of the request. Carefully read this slip; noting any special instructions.

If there is also a plain red flag in the book, it means that the material was left over from the previous business day. Be sure to do those items first.

Special Instructions

Special instructions may include making extra copies, doing three-hole punching, copying ONE page per exposure, two-sided copying, copying at a specified size, etc. Absent special instructions, copy at two pages per page, one-sided, with no black edges or dark middles to the pages. IF such black marks cannot be avoided, you must write an explanation on the bottom of the photocopy slip that you sign.

Do sample run: Do a sample run of a page before doing the whole article and check the result. Confirm that edges will not be cut off and that whole page copied is legible. Be sure that the page numbers and any header information is copied as well as the main body of the text. Often on thinner paper or very old paper, images will bleed through. This might be remedied by using a lighter ‘Copy Darkness’ setting.

If special instructions

If a sample done following specific instructions causes other problems, e.g., the page number is cut off in copying at 115%, or the print is too small at 2pp/copy, etc., -- stop copying on that job and get clarification by attaching a note to the sample copy and highlighting the problem. Leave the note or see Kathy or Jane before continuing with that item.

Reduction of large books: On larger books, even though an instruction is not necessarily on the photocopy slip, you may need to reduce the image to 93% or even 85% in order to fit the image on the page. Reducing in this case is fine if the resulting print size is not difficult to read.

HOW TO PHOTOCOPY

Copying techniques: Push the book, without damaging the binding, or pressing too hard on the glass, as close as possible to the surface of the glass. The copy should still be legible. The black line on the inner margin will be very narrow. The copy should be clearly readable and as easy on the eyes as possible.

Where to start Start copying at the end of the selection. Often the requestor will have positioned the photocopy flag at that point. By starting ‘backwards’, the finished copying will be stacked in the correct order.

COPYING COMPLETED

Quality check Once the job has been finished, do a quick quality check. This can be accomplished by fanning the pages as well as when you count the pages to fill in the quantity where required on the original request slip. Make sure that ALL pages have been copied and that no pages are blurred, incomplete, or otherwise unusable.

Photocopy Done Shelf Set the book, with the completed photocopies and the filled-in instruction sheet, on the ‘Photocopying Done’ shelf in S223, Closed Reserve Area at the Main Desk on Sub-2. Be sure that the directions slip is showing. Those waiting for photocopying to be done pull the books off the shelf according to those slips.