

USGS EROS ADMINISTRATIVE PROCEDURE

SUBJECT / TITLE: Copy Center Procedure

1.0 References.

Library of Congress, Title 17, United States Code, "The Copyright Law of the United States."

2.0 Purpose.

This procedure establishes guidelines to be followed for utilization of the USGS EROS Copy Center. All personnel at the USGS EROS facility shall familiarize themselves with the procedure and hours of operation of the Copy Center.

3.0 Definitions.

Copy Center – Room 348 is the location within EROS where the majority of copying, requests for document copying, collating, binding, folding and cutting are processed.

Copy Requests – Consists of delivering hard copy documents to the Copy Center for the purpose of requesting copies to be reproduced.

Finishing Services – Consists of special handling of documents such as 3-hole punching, cover stocks, velo binding, cutting, or trimming.

Print Jobs – Digital files sent by requestors on the network to the 3C5 or 3C6 Konica Minolta C550 color printers located in the Copy Center.

Public Printer – the Government Printing Office (GPO) is the mandatory source for printing of a wide range of finished products or for jobs that the Copy Center at EROS may or may not accomplish. If in doubt, please contact the Copy Center technician, the Procurement Office, or Communication and Outreach at EROS to determine if on-site services are approved for your requirement. The ASO Facilities Department has determined a maximum for print jobs accomplished within the Copy Center to be as follows: Print jobs that exceed 50 originals and 20 copies of each will be required to go to GPO.

4.0 Procedure.

4.1 Roles and Responsibilities.

Copy Center Technician – Designated contractors who provide Copy Center support on a full-time basis.

Facilities Department – Vendor calls for maintenance/repairs on all Copy Center equipment shall be the responsibility of the Facilities Department. The Copy

Center technician will communicate with the Facilities Department regarding maintenance/repairs. The Facilities Department shall maintain a record of maintenance calls including date of call and reason.

4.2 Process.

4.2.1 Staffing.

The Copy Center will be staffed by a Copy Center technician on a full-time basis. Support will be provided from 7:30 am to 4:00 pm Mon. through Fri.

Personnel at the USGS EROS who are familiar with operations of the equipment located within the Copy Center can use such equipment in any off-hour periods outside the core hours of operation listed above. After 6:00 pm, Security will open the Copy Center for use by personnel on request.

All urgent, unscheduled copy requests will be processed immediately by the Copy Center technician when available or in his/her absence by one of the trained backup personnel. Such requests will be handled during core hour operations. If uncertainty exists relative to level of urgency, contact the DCT Contract Manager at ext. 6192.

4.2.2 Equipment Utilization and Maintenance.

The Copy Center contains the following equipment:

- Two Konica Minolta C550 color copier printers (3C5 and 3C6)
- Heavy duty binding machine
- Plastic comb binding machine
- Electric 3-hole punch machine
- Large media shredder
- Industrial paper cutter
- Rota trim paper trimmer
- Heavy duty manual stapler
- Electric stapler

Vendor calls for maintenance/repairs on all Copy Center equipment shall be the responsibility of the Facilities Department. The Copy Center technician will inform the Micro Support Group when the 3C5 and 3C6 Konica Minolta printers will be unavailable due to repair or maintenance. Micro Support will notify the EROS Help Desk to place a Centerwide message informing users the copier/equipment requires maintenance/repairs. The Copy Center technician will notify the Micro Support Group when repairs/maintenance are completed. Micro Support will again notify the EROS Help Desk to place a Centerwide message informing users the copy machines are operational.

For reporting purposes, the Facilities Department shall maintain a record of maintenance calls including date of call and reason.

4.2.3 Guidelines.

Print Jobs – When a requestor sends a print job to the Copy Center via his/her computer, a cover sheet is generated with the requestor's name and any special job info instructions. Following the cover sheet's instructions, the Copy Center technician will complete the request and deliver the print job to the requestor's desk. If the requestor wishes to pickup the print job at Copy Center or desires any special finishing services, please call the Copy Center at ext. 6591, or annotate the cover sheet from within the printer's "job info" instructions when preparing to send a job to the Copy Center.

If a print job is large due to graphics or content, please advise the Copy Center technician. Use of a jump drive or burning to a CDROM and dropping off and filling out the Request for Reproduction should accommodate the print job. If large or special requests can be handled at EROS, the Copy Center technician or the trained backup will be available to assist in copying and finishing if needed.

If the services cannot be done at EROS, the requestor will need to submit a DI-1 Requisition to Procurement and use the Public Printer GPO or other method as determined by Procurement.

Copy Requests – The requestor shall fill out the Copy Center form "Request for Reproduction" (Appendix A) and shall annotate date and time submitted along with the desired copying requirements. Normally these requests will be handled by the Copy Center technician. If the request cannot be completed by the desired date and time, the Copy Center technician will contact the requestor and inform him/her of such, which would allow for the requestor to make other arrangements. If the Copy Center has a backlog of requests, any requests received after 11:00 a.m. may not be completed until the following business day.

If the services cannot be done at EROS, the requestor will need to submit a DI-1 Requisition to Procurement and use the Public Printer GPO or other method as determined by Procurement.

Two-side Copying – Whenever possible, for the purpose of conserving paper, the Copy Center will copy multi-page documents using both sides of a sheet of paper.

Finishing Services – Requests received in the Copy Center for other services such as binding or folding, shall be handled under the same guidelines as defined for copy requests or print jobs that need finishing. Requestor should

communicate with the Copy Center technician to convey requirements and to ascertain if services are available or if a job may need to be done by the Public Printer GPO.

5.0 Appendices.

Appendix A. Copy Center Request for Reproduction.

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Copy Center Request for Reproduction

Name: _____ Date Submitted: _____ Office: _____ Ext: _____

No. of copies: _____ Date Required: _____ Time Required: _____

Original Copy

- One Sided
- Front to Back
- Black Text
- Colored Text

Stock

- Colored Paper
- Color _____
- Standard 8 1/2 x 11
- 3-Hole 8 1/2 x 11
- 8 1/2 x 14
- 11 x 17
- 8.5 x 11 (32 lb.)

Print

- 1 Side
- Front to Back
- Reduction Approx. %
- Black/White Copy
- Color Copy

Finish

- Staple
- 3-Hole Punch
- Bind
- Collate
- Fold - Include Sample
- Cut/Trim - Include Sample

Comments:

Completed by: _____ Date: _____ Time: _____

"The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of 'fair use,' that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law."

U.S. Department of the Interior
U.S. Geological Survey