


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:005	Supersedes Policy Number: III:02:02
Date: August 1, 1986	Dated: August 22, 1983
Subject: Duplication Services, Duplicators and Preparation of Multi-Copies	
Initiating Authority: Vice President for Academic Affairs	SBR Policy/Guideline Reference:
Approved:  President	

Duplication shall be conducted at the University to maximize services for the students, faculty, and staff; to maximize efficiency in the usage of staff and faculty time; and to minimize duplication costs. To accomplish these objectives, a minimum number of copying machines shall be placed at strategic locations on the campus, a limit to the number of copies per page must be established, and the central production of large number of copies must be accomplished.

#### COPYING MACHINES

One spirit duplicator and/or one copying machine shall be purchased for each major building on campus. Each copying machine shall be fitted with an auditron system and each department in that building or adjacent buildings shall maintain their own counter (key) which will be used to determine monthly charges based on actual use. Each building copying machine shall be placed in a central location to maximize the convenience for all users. The department chairpersons in the individual buildings shall convene periodically to develop operational procedures to assure maximum service from each machine. If a building has more than one copying machine, the extra duplicator may be removed to a building needing support. Otherwise, as it achieves its useful life, it will not be replaced.

#### MULTI-COPIES

All copy machine runs exceeding thirty-five copies per page or reproduction of a document containing one hundred pages requiring five copies or more are to be processed in the Media Center to minimize cost and decrease delay to others wishing to use the building copying machine.