

COPYING POLICY AND PROCEDURE

UPDATED: AUGUST 2022

EXAMS

Copies of major tests and exams for first and second-year courses, in particular those with multiple sections, are to be made only through Tiger Copy and Graphics. We have determined that the department can reduce the cost of copying exams by as much as 50% by using Tiger Copy instead of the departmental copier, which was never intended for such a high volume of copying.

For smaller classes: if you are making copies of a test using the departmental copier, you must inform Glynda **at the time you are making the copies** of the number of pages, and the number of students. Do not wait until later to inform Glynda! Please note that all copies should be made **double-sided**. All faculty, teaching assistants, and adjuncts will receive credit for these numbers, which will not be included in the allotment of 1,000 per academic year that all teaching personnel have.

PROCEDURE:

At least three working days in advance, send Glynda Luttman (grluttmn@memphis.edu) an electronic copy of the exam, indicating how many copies need to be made, and when the first day of testing will occur. Glynda will complete the paperwork required by Tiger Copy and submit the request. For multiple-section classes, only one request should be submitted for all sections with a common exam. If the exam is exclusively for one faculty member, the faculty member's name should appear on the document. In all cases, the prefix and course number should be indicated on the first page of the document. All documents will be printed double-sided. Faculty are responsible for picking up their copies. We have a guarantee from Tiger Copy concerning the security of having the copies made by them.

If you are submitting an order for an exam that has multiple instructors/sections, it is possible to request that the copies be packaged in groups. For example, if there are 10 sections of 30 students, they will prepare 10 packets of 30 tests each. If you want to take advantage of this, make sure you let Glynda know the breakdown when submitting your order to her.

Tiger Copy has indicated that in most cases, they can complete the copying within 24 hours. However, that cannot be guaranteed.

When informed that the copies are ready for pickup, Glynda will in turn inform the faculty member. Faculty members are responsible for picking up the copies and doing so becomes their responsibility upon receiving the message that the copies are ready (Tiger Copy is located upstairs from the bookstore). Please note that students are not allowed to pick up copies on the behalf of faculty members. If the exam is for multiple sections, the course coordinator is responsible for getting the copies to the individual instructors.

Please bring the invoice to Glynda.

SYLLABI

Syllabi should no longer be copied for students. Faculty should provide syllabi on e-courseware and/or email the document to students in their classes. There is really no reason to provide hard copies of syllabi for students.

OTHER LARGE-SCALE PRINTING

Faculty needing to make copies for departmental events should consult with Robert and/or Glynda if the event requires making large numbers of copies, color copies, posters, etc.

SCANNER

Please do not use the copier for duplicating materials other than tests for your classes. If you want to provide students with materials, then you should use the copier as a scanner, and either email the materials to your students or post them on e-courseware. We simply can no longer afford to be providing students with hard copies of materials.

If you have not used the copier as a scanner, here are the instructions; if you have problems, please ask Glynda for assistance.

USING COPIER AS SCANNER:

1. **Log in as you normally do**
2. **To the left of the main screen, press "Scanner"**
3. **On the main screen (left), "Select file type"**
4. **In most cases, you will choose either single-page or multi-page pdf; press "OK"**
5. **Find your name as recipient, and choose**
6. **Use copier as you would to make copies**
7. **The document will be sent to your email account**

Please remember always log off the copier when you are finished. You are responsible for all copies being made on your account number.