Office Photocopying Policy

General

In order to hold down duplicating costs, the following guidelines have been established. Since photocopying costs are high compared to other forms of duplicating, where larger quantities are involved most work should be done by means of offset printing through the Central Duplicating facility.

Policy

The number of photocopies which should be taken of each original page is limited as follows:

a. Library material photocopied in the Library - One copy, on bond or sensitized paper.

b. Material photocopied in other areas -
   i. Up to fifteen copies - on bond paper.
   ii. Over fifteen copies - wherever possible, offset printed through Central Duplicating.