

Departmental Policy on Photocopying

General Policy: The Department of GVPT allows 1000 free copies per year to the GVPT tenure-track faculty and 1200 free copies per year to the GVPT graduate students. Any copies made above these amounts are billed at 10 cents per copy.

Copying for classes or departmental business only will be handled by the front office staff, who retain a code for departmental purposes.

For grant projects, a specific code can be issued for that project only, and copies will be billed directly to that account. *Please note* that the grant budget must specifically have a request and justification for photocopying to have an approved copying code.

The front office staff is responsible for tracking usage, providing quarterly reports to the users, copying departmental business, and billing users for over usage.

Specific Implementation: Each user will request an individual copying code from the front office staff (David Del Marr currently). These codes should be kept confidential, as usage on your code will be billed directly against your allocation. Staff is not responsible for billing out copies to other individuals, if you share your code. If you are concerned that your code has been used, please see the front office staff immediately for a cancellation of your code and reissue of new code.

Billing Procedures: Quarterly, the front office staff will run a report to track usage, and will provide a summary of all copies to date to each user. Once the account reaches 1000 for faculty or 1200 for graduate students, the individual will be billed.

Faculty have the option to have the excess copies billed directly to their IRF account at 10 cents per copy. If the IRF account is out of funds, the faculty member is expected to reimburse the department within 30 days. If reimbursement is not received in 30 days, the code will be cancelled.

Graduate students will be expected to reimburse the department by cash or check made payable to the University of Maryland at 10 cents per copy. Failure to reimburse the department within 30 days will result in the cancellation of the code.