



# Information Technology Copy Center Copy Request and Fair Use

**FOR MCC FACULTY AND STAFF ONLY.** Copying for personal use by any or GPA faculty, staff or students is not permitted. Please read carefully and complete this form, sign, date and attach to your source documents\* and drop-off at the Copy Center in AST A251 or the MCC Help Desk in SSC L204 or email completed form and electronic originals to ma-copycenter@manchestercc.edu. Any paper types not listed below must be provided by the originator.

\*The Copy Center is not responsible for loss or damage to originals. It is strongly advised that you keep your originals and provide a duplicate for the Copy Center to use.

## FACULTY/STAFF INFORMATION

Name		Department	
Phone Number		Email Address	

## TURN-AROUND TIME

**Minimum of Five Business Day Turn-Around.** Large booklets may take longer. The Copy Center will notify you if this applies.

Date Requested \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Requested \_\_\_\_\_  AM  PM

Delivery Date Requested \_\_\_\_/\_\_\_\_/\_\_\_\_

Delivery Time Requested \_\_\_\_\_  AM  PM

## CONTENT, PICKUP LOCATION, NOTIFICATION

**Content is an exam or confidential**

Drop-off and pickup location for exams or confidential jobs is at the Help Desk, SSC L204.

**Content is not an exam or confidential**

**Select one pickup location:**  LRC A251 (Copy Center) or  SSC L204 (Help Desk)

**Optional: Notify me when job is completed by**  Telephone  Email

## OPTIONS

20# stock in white and in colors listed below is the standard paper provided by the Copy Center. Other types of paper must be provided by originator.

<b>Number of Copies</b>  Paper Color (white is default) <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Orchid <input type="checkbox"/> Pink <input type="checkbox"/> Salmon	Photocopy Color <input type="checkbox"/> B/W <input type="checkbox"/> Color	<input type="checkbox"/> Collated (1234, 1234, 1234) <input type="checkbox"/> Non-collated (1111, 2222, 3333) <input type="checkbox"/> Stapled, top left, 100 sheets maximum <input type="checkbox"/> Stapled, other corner _____ <input type="checkbox"/> 3-hole punch <input type="checkbox"/> Rubber band each set/booklet/packet	<b>For Booklets Only</b> Originals for booklets must have one page per side. Style 1 is for up to 200 originals. Style 2 and 3 is for up to 80 originals. See Copy Center staff if you have questions. <input type="checkbox"/> <b>Style 1:</b> 8 1/2" x 11", double stapled <input type="checkbox"/> <b>Style 2:</b> 11" x 17" folded, saddle-stitched, finished size is 8 1/2" x 11" <input type="checkbox"/> <b>Style 3:</b> 8 1/2" x 11" paper folded, saddle-stitched, finished size is 5 1/2" x 8 1/2" <input type="checkbox"/> <b>Cover Color</b> (white is default): <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Orchid <input type="checkbox"/> Pink <input type="checkbox"/> Salmon
	<input type="checkbox"/> Single-sided <input type="checkbox"/> Double-sided	Other instructions:	

## REQUIRED: FAIR USE ACKNOWLEDGEMENT

You have requested that Manchester Community College IT staff reproduce certain educational materials for you in your capacity as an instructor or staff member. By signing the acknowledgement below, you certify that you are using these materials for educational purposes only.

In general, the work of a third party may only be reproduced if:

- You have express, written permission to reproduce that work for your intended purpose
- The work is in the public domain
- Your reproduction of the work would be considered to be "fair use" under the law of copyrights

To determine whether the use of copyrighted works for teaching is "fair use" requires a case-by-case application and balancing of four factors as set forth in the copyright statute. Please refer to the MCC Fair Use Checklist, available in the Copy Center and at the Help Desk or at [www.manchestercc.edu/library/copyright-fair-use-guidelines/](http://www.manchestercc.edu/library/copyright-fair-use-guidelines/), to verify this request meets the appropriate criteria. Please be aware that "fair use" does not give educators a blanket exemption from copyright law. Teaching may be considered a "favored" purpose under the copyright law, but that law still applies and protects the original author's interests and intellectual property.

Please note that copy job requests may be refused or delayed if this section below is not signed upon submission.

I have reviewed the material set forth above and know, or reasonably believe, that my present request to reproduce instructional materials does not violate United States copyright law.

Signature	Date
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Number of Originals \_\_\_\_\_ Date Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ Contacted Originator on Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Copy Center Staff Initials \_\_\_\_\_ Time Completed \_\_\_\_:\_\_\_\_  AM  PM Time of Contact \_\_\_\_:\_\_\_\_  AM  PM