



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.

Number of Copies 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	For Booklets Only 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"/> Style 1: 8 1/2" x 11", double stapled <input type="checkbox"/> Style 2: 11" x 17" folded, saddle-stitched, finished size is 8 1/2" x 11" <input type="checkbox"/> Style 3: 8 1/2" x 11" paper folded, saddle-stitched, finished size is 5 1/2" x 8 1/2" <input type="checkbox"/> Cover 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
	<input type="checkbox"/> Single-sided <input type="checkbox"/> Double-sided	Other instructions: _____ _____ _____	

REQUIRED: FAIR USE ACKNOWLEDGEMENT

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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/, 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