

MEMORANDUM

TO: University Community
FROM: Office of the Chief Operating Officer
DATE: March 28, 2017
SUBJECT: New Reproduction Policy

All University departments are required to submit reproduction requests to the University Reproduction Center rather than going to an external commercial reproduction company. In an effort to control cost and better serve the University community the following protocols will be effective starting April 10, 2017.

Reproduction Center

Hours of Operation:

Monday	6:30 am to 7:30 pm
Tuesday	6:30 am to 7:30 pm
Wednesday	6:30 am to 7:30 pm
Thursday	6:30 am to 7:30 pm
Friday	6:30 am to 7:30 pm

Print Requests Submissions:

At the time of submission, all requests must include a completed Print Request Form. A copy of the form can be found on our website: www.udc.edu/facilities/reproduction or picked up at the Reproduction Center: Bldg. #39 / C Level. Email submissions should be sent to Reproduction@udc.edu.

Black and White Requests:

- The average length of completion for reproduction quantities fewer than 200 copies will be 1 to 2 business days.
- Requested reproduction quantities greater than 200 copies will have an average completion period of 3 to 5 business days.

Color Request:

- The average length of completion for reproduction quantities fewer than 200 copies will be 1 to 2 business days.
- Request for reproduction quantities greater than 200 copies must first be approved by a member of the Cabinet. Once that written approval is obtained the document must be reviewed by the University's Sr. Writer/Editor, Mary Ann French. Approvals must be obtained prior to submitting the reproduction request to the Reproduction Center. Once approved, the average completion period will be 3 to 5 business days.

Reprint Request:

- All requests for reprints, regardless of quantity, will require approval by the University's Sr. Writer/Editor, Mary Ann French.

In the near future we are planning to unveil additional reproduction services at both Backus and 801 North Capitol St. If you have any questions regarding this memorandum, please contact the Reproduction Center via email at Reproduction@udc.edu or call 274-5260.