

Furnishing of Supplies and Services to Outside Agencies

The Print Shop has received an ever increasing number of requests from outside agencies to furnish supplies and services such as printing, collating and typesetting on both a reimbursable and non-reimbursable basis. In order that all school agencies operate on the same basis and no misunderstanding as to what and to whom such supplies and services may be furnished, the following administrative policy has been established:

Supplies and services for other than school activities are authorized to be furnished only to federal, state, county, or city governmental agencies, or agencies receiving their primary support from governmental organizations. These are furnished on a reimbursable basis provided such supplies and/or services can be furnished or performed without hinderance to the regular program of the school. Supplies and/or services may not be furnished or performed for private agencies or activities regardless of the fact that they may be a non-profit organization. This policy is not applicable to construction projects engaged in by the construction trade classes of the institute. Reimbursement for such supplies and services will not be less than the actual cost of materials and labor plus a machine usage charge as established for each job.

To develop continuity in the marketing of Fayetteville Technical Community College, the Director of Communications and Marketing requests that all brochures, flyers, and advertisements dealing only with the marketing of the institution be approved by that office before submission to the Print Shop.

Recycling Toner Products

All laser printer cartridges need to be sent back to the Warehouse. Toner cartridges need to be sent back to the print shop for recycling.

Supplies Issued by the Print Shop

- Letterhead
- Envelopes
- Business Cards
- While You Were Out Pads
- Duplicating Forms
- Requisition Forms for Supplies, Travel, and Equipment
- Time Sheets
- Scratch Pads

Contact Numbers

Tommy Byrd, <i>Print Shop Supervisor</i>	88221
Print Shop Accounting	89814
Quick Copy	88318
Press Room	88435
Typesetting & Layout	89782

Fayetteville Technical Community College



Printing and Duplicating Department

Location & Size

Location..... Parking Lot 2
Working Area..... 3621 sq. ft.
Warehouse 1523 sq. ft.
Full-time Employees 7

Hours of Operation

The Print Shop is open from 8:00 a.m. to 5:00 p.m. and closed from 12:00 noon to 1:00 p.m. daily.

Capabilities and Services Available

Typesetting - forms, newsletters, brochures, single and multi-color

Quick Copy - Copying of tests, handouts, brochures, black toner on multicolored paper.

Offset - Produce carbonless forms, envelopes, letterhead, invitations, business cards, single and multicolored brochures.

Bindery - Collating and stapling, folding, drilling and cutting, plastic binders available upon request.

Color Copying - Available upon request.

E-Print - Is available.

A complete **printing & duplicating service** is available providing two and three color printing, as well as collating of materials. Also, a complete **typesetting service** is available. Extra time should be allowed for color work and typesetting because of processing methods used. Due to the cost of set-up and method of printing, there is a minimum of 2000 copies for color work.

Quick Copy is a service provided for situations such as when an instructor has to present materials to the class that meets only once a week or at night when the print shop is closed. Quick Copy should not be used for additional copies of the same material. The Print Shop is available for emergencies; however, if

machines are in operation, then the person requesting the work will have to leave materials and return later in the day to pick them up.

Pick up and delivery of finished materials less than one box is handled by the interoffice mail service. Larger quantities are picked up through work orders by Plant Operations.

Request for Printing and Duplicating

Persons desiring to have material reproduced should prepare a **“Request for Printing and Duplicating”** Appendix III-13 form specifying the material to be reproduced, size, quantity, department code, etc.; attach a copy of the item to be reproduced; turn the request into the department secretary. Printing of materials will be completed as soon as possible, dependent on work load, normally within two to three working days from receipt of materials with the exception of materials to be collated and stapled which will require three working days. Persons are urged to submit requests for reproduction far



enough in advance to insure delivery by date and time required. Based upon the number of copies required, the Print Shop will determine the method of reproduction. Submission of the same identical material more than once per quarter is discouraged and may result in the refusal of the material. Planning ahead for future printing needs will save time and expense and enable the Print Shop to provide better service.

Please follow the following guidelines when requesting duplicating services:

- Number each page of the materials to be printed.
- No taped pages.
- Remove all staples prior to sending to Print Shop.
- Color inks (ie., red, blue) reproduce poorly or not at all. Please avoid these inks.
- All pages of job should be the same size with no half-sheets.
- Please provide a completed request form with each job.

Copyrighted Materials

Reproduction of copyrighted materials such as textbook materials, tests, or other materials furnished free of charge or sold by publishers is not authorized and should not be requested. Items such as these will be returned to the originator without action unless prior approval for their reproduction has been obtained from the publisher. The institution reserves the right to refuse a copy order, if in its judgement, fulfillment of the order would involve violation of copyright law. For further information and guidelines as to reproduction of copyrighted items, see Appendix III-14 through III-16.