

Subject: Photocopier

Policy Number: A4.30

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**POLICY**

The School will maintain a photocopy machine to support administrative, teaching and research activities.

**PROCEDURE**

The photocopier may be used for materials related to teaching, research, and administration. Use of the photocopier is limited to administrative staff, faculty, and graduate assistants performing specific tasks for staff and faculty. No other students will be allowed to use the photocopier. The photocopier will not be used for personal tasks.

The Assistant to the Director will oversee the use of the photocopier, including correction of routine problems such as paper jams, toner replacement, etc. Faculty and graduate assistants will not attempt to correct these problems, but will instead notify the Assistant to the Director that maintenance is needed. The Assistant to the Director will initiate service calls when necessary.