Copy Cats

Revised: 05/15
FSS/PPS 05.03.09
Issue No. 5
Reviewer: Director of Auxiliary Services
Effective Date: 04/11/85 (E5Y)
Review Date: 06/20

01. PURPOSE

01.01 The intent of this PPS is to clarify the duplicating reproduction procedures and responsibilities at Texas State.

01.02 The second purpose of this PPS is to make all University departments aware of the services of Copy Cats (formerly University Duplicating Services) and to inform them of the established procedures for obtaining those services.

02. DEFINITION

02.01 Duplicating as used in the context of this PPS refers to digital reproduction of a document or copy stored on various electronic media.

03. SERVICES PROVIDED

03.01 The mission of Copy Cats is to render timely, quality duplicating, at the most economical cost to recover operating and replacement expense so as to best meet the greatest number of departmental needs and deadlines.

03.02 Services
   a. Reproduction of original copy or images stored on various electronic media
   b. Collating of materials
   c. Stapling of materials
   d. Tape, comb or coil bindings
   e. Paper cutting
   f. Folding
   g. Delivery of finished product
   h. Color copies
   i. Notary Public Services
   j. Postage Stamps

04. TIME REQUIRED FOR SERVICES

04.01 Copies ranging from 1-3000 single-side, will be reproduced on a high speed digital machine; approximately four hours service.
04.02 Copies ranging from 1-3000 copies, 20 or more originals will need to be scheduled with Copy Cats staff.

04.03 Copies ranging from 1-3000 copies, with collating, stapling, folding/or cutting will need to be scheduled with Copy Cats staff.

04.04 Copies in excess of 3000 may be referred to Print and Mail Services, depending on the work load.

05. WORK ORDER DESCRIPTIONS

05.01 Paper size varies from 8 x 10 (minimum) to 13x19 (maximum). If department provides its own paper, it must be flat (no curls), uniform size and free of moisture.

05.02 Paper thickness ranges from 16# bond to 110#. Textured stock not recommended.

05.03 Automatic collating capabilities, unlimited number of originals. Automatic stapling is up to 70 sheets of 20# bond.

05.04 Binding of materials, Copy Cats offers tape bind, comb bind, and coil bind, up to 350 sheets 20#bond.

05.05 Folding 8.5 x 11 or 8.5 x 14 single or letter fold

06. PRIORITIES

06.01 Reproduction of tests, materials for classes and Presidential reports will receive first priority.

06.02 All other duplicating will be done on a first come/first served basis, except large jobs which require more production time, and will be scheduled on a time available basis.

07. SUBMITTING DUPLICATING REQUESTS

07.01 Copy Cats Request forms are available by calling Copy Cats at 245-2684 or by using Online Ordering.

07.02 Send or deliver to Copy Cats an original copy or other electronic media. Originals and request forms may be electronically submitted via Online Ordering. Instructions on loading printers, transferring documents and completing job tickets are provided.

07.03 Request forms must be properly and completely filled out. Account numbers and signature of responsible departmental staff member is required.

07.04 All original copies are to be clean and flat. For best results, originals should be on white paper with color or black ink. Signatures should be in black ink.
07.05 A copy of the Duplicating Request Form will be used as a delivery ticket with finished job.

08. **DUPLICATING RESTRICTIONS**

08.01 No copyright material will be reproduced without written verification of permission by the copyrighted owner.

09. **SECURITY OF MATERIAL**

09.01 Tests may be printed on a while-you-wait basis. Copy Cats should be notified before the test is brought in.

09.02 For security of tests and other sensitive material, the faculty or staff member requesting the reproduction may observe the copying process and keep any spoilage or bad copies that would normally be thrown in the trash. To insure the return of spoilage or bad copies, requesting person should note as such in the Special Instructions area of the Copy Cats Request Form.

09.03 Copy Cats is not responsible for printed tests or other sensitive material returned through campus mail.

09.04 Tests and other sensitive material should be noted as such in the Special Instructions area of the Copy Cats Request Form.

10. **DELIVERIES**

10.01 Finished jobs may be picked up by departments (departments may call before pick-up).

10.02 Finished jobs may be delivered by Copy Cats delivery drivers.

11. **SERVICE HOURS**

11.01 Copy Cats will provide services from 8:00 a.m. to 5:00 p.m., Monday through Friday. Operating hours are subject to change with the University working hours.

12. **PRICING SCHEDULE**

12.01 Copy Cats operates as a self-supporting enterprise. All costs must be equitably charged to the user departments. Pricing for copying, collating, stapling, binding, etc., are available at the center upon request. Pricing alterations will be made with changes in cost for paper, materials and labor.
13. COMMENTS

13.01 All comments concerning service may be forwarded in memorandum form to the Manager of Print and Mail Services.

14. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Auxiliary Services</td>
<td>Review</td>
<td>June E5Y</td>
</tr>
</tbody>
</table>

15. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Auxiliary Services, Reviewer

Vice President for Finance and Support Services

Approved: ___________________________

Reviewer

Approved: ___________________________

Vice President for Finance and Support Services