**Copy Cats FSS/PPS 05.09 (05.03.09)**

**Issue No. 6**

**Effective Date: 07/30/2020**

**Next Review Date: 06/01/2025 (E5Y)**
**Senior Reviewer: Director of Auxiliary Services**

**01. POLICY STATEMENTS**

01.01 The intent of this policy and procedure statement (PPS) is to clarify the duplicating reproduction procedures and responsibilities at Texas State University.

01.02 The second purpose of this PPS is to make all university departments aware of the services of [Copy Cats](https://www.auxiliaryservices.txst.edu/printmail/Copy-Cats-on-Campus.html) (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 expenses to the greatest number of departments.

03.02 Services:

1. reproduction of original copy or images stored on various electronic media;
2. collating of materials;
3. stapling of materials;
4. coil bindings;

e. paper cutting;

f. folding;

g. delivery of finished product;

h. black and white and color copies;

1. Notary Public services; and

j. postage stamp sales.

**04. TIME REQUIRED FOR SERVICES**

04.01 Copies ranging from 1-3,000 single-sided, will be reproduced on a high- speed digital machine, in approximately four hours service.

04.02 Copies ranging from 1-3,000, with 20 or more originals, will need to be scheduled with Copy Cats staff.

04.03 Copies ranging from 1-3,000 copies, with collating, stapling, folding, or cutting, will need to be scheduled with Copy Cats staff.

04.04 Copies in excess of 3,000 may be referred to Print and Mail Services, depending on the workload.

**05. WORK ORDER DESCRIPTIONS**

05.01 Paper size varies from 8”x11” (minimum) to 12”x18” (maximum). If the department provides its own paper, it must be flat (no curls), uniform size, and free of moisture.

05.02 Paper thickness ranges from 20# bond to 110#. Textured stock is not recommended.

05.03 Automatic collating capabilities are available with an unlimited number of originals. Automatic stapling is available for up to 50 sheets of 20# bond.

05.04 For binding of materials, Copy Cats offers coil bind of up to 200 sheets 20#bond.

05.05 Folding is available for 8.5” x 11” or 11”x17” single or z 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. PROCEDURES FOR SUBMITTING DUPLICATING REQUESTS**

07.01 Copy Cats orders can be made by calling Copy Cats at 512.245.2684, emailing copycats@txstate.edu, or by using [Online Ordering](https://txstate.webdeskprint.com/PSP/app/PSP_Start.asp).

07.02 The original copy or other electronic media must be sent or delivered to Copy Cats. Originals and request forms may be submitted electronically via [Online Ordering](https://www.auxiliaryservices.txst.edu/printmail/Copy-Cats-on-Campus.html). Questions about submitting an order can be addressed by clicking on the text “What Is This?” Customers can also call Copy Cats at 512.245.2684 or Print and Mail Services at 512.245.2601 for support.

07.03 All original copies should be clean and flat. For best results, originals should be on white paper with color or black ink. Signatures should be in black ink.

07.04 A copy of the [Online Ordering form](https://txstate.webdeskprint.com/PSP/app/PSP_Start.asp) will be used as a delivery ticket with the 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 tests are 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 ensure the return of spoilage or bad copies, the requesting person should note as such in the Special Instructions area of the [Copy Cats Online Order form](https://txstate.webdeskprint.com/PSP/app/PSP_Start.asp).

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 Online Order form](https://txstate.webdeskprint.com/PSP/app/PSP_Start.asp).

**10. DELIVERIES**

10.01 Finished jobs may be picked up by departments (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 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](http://www.auxiliaryservices.txstate.edu/printmail/contact/staff.html).

**14. REVIEWER OF THIS PPS**

14.01 Reviewer of this PPS includes the following:

Position Date

Director, Auxiliary Services June 1 E5Y

**15. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Auxiliary Services; senior reviewer of this PPS

Vice President for Finance and Support Services