

University of Denver
College of Law

Copy Center Guidelines

The University of Denver College of Law Copy Center is equipped with one Xerox 5800 copier as well as a Xerox Document Center. These copiers are used for medium and large volume copying.

General Policies

The smaller copiers, particularly in the faculty areas, are designed to handle ONLY very small copying jobs (100 impressions or less). These machines are not intended for copying class materials, handouts or exams. These copiers should be used only as a last resort.

The Copy Center accepts jobs as small as 50 impressions, as well as special-need jobs. All copy jobs with a total of 100 or more impressions must be taken to the Copy Center.

Please submit all copy jobs with a Copy Center Request Form. In order to ensure correct completion of copy jobs, the request form MUST be completely filled out. One request form is required per copy job.

Completed copy jobs will be placed on a cart directly outside the Copy Center. The Copy Center will not deliver a copy job unless there are extenuating circumstances requiring its delivery.

Turnaround Time

Normal turnaround time is 24 hours. Exceptions to this will most likely occur at the beginning of each semester and just before final examination periods. Large copy requests may take longer, depending on the Copy Center workload. Advance submission of copy requests for large jobs is MUCH APPRECIATED. Scheduled jobs will have priority over unscheduled jobs.

Condition of Originals

Please provide the best possible originals for quality copies. Originals with black borders WILL NOT BE ACCEPTED since this results in damage to the machines. Originals must be on 8.5 x 11 (letter), 8.5 x 14 (legal) or 11 x 17 sized paper. Originals with odd edges, e.g. pages taken from spiral bound documents, or small sheets pasted on larger sheets cannot be processed by the document handler. Originals must not be permanently bound, including staples.

Quality Control

The Copy Center will review completed copy jobs and make every effort to ensure their accuracy. The initiating party should also check each job.

Class Materials

The Copy Center accepts jobs as small as 50 impressions and special-need jobs. All copy jobs with a total of 100 or more impressions must be taken to the Copy Center.

Up to 100 impressions per student per semester may be distributed free of charge. All class materials over 100 impressions are to be submitted to the Copy Center and will be sold in the Book Store. Submission deadlines are communicated each semester by the Book Store. Orders received in the Book Store by the submission deadline are guaranteed to be available for sale by the first day of class. Orders received after the deadline will be copied in the order they were received, but there is no guarantee the packets will be available by the first day of class.

Materials subject to copyright clearance may be an exception to the guaranteed availability by the first day of class, due to varying periods of time required for clearance. For copyright clearance, please include a completed permission form(s) with your Copy Request Form(s).

Copies from Books

The Copy Center will not copy from books. Requests for one copy of cases, articles and similar materials from books are processed by the Law Library. These copies, in turn, may be used as originals by the Copy Center for large quantities.

Office Supplies

All supplies are ordered and distributed through the Copy Center. Standard items are kept in stock. Special items will be charged to departmental budgets. Delivery will depend on availability of each item ordered.

David R. Dudra
Copy Center Manager