Copy Machines

GENERAL DESCRIPTION: This procedure applies to the use, maintenance, and repair of office copy machines.

PRIMARY RESPONSIBILITY: Chief Finance Officer

REFERENCE OR AUTHORITY: Policy EDC/KGF – Authorized Use of District Equipment and Materials; and EGAAA – Reproduction of All Copyrighted Materials

OVERVIEW: Repair of CESD copy machines is under contract with a maintenance company. Staff members are not to attempt any major repair, such as removal of machinery parts or complex dislodging of paper. CESD Maintenance is responsible for notifying the copy machine maintenance company when repairs are needed.

NOTE: The copyright laws of the U.S. (Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2006)) govern the making of photocopies or other reproductions of copyrighted material. “Employees in violation of copyright law may be required to remunerate CESD in the event of loss due to litigation and may be subject to discipline up to and including dismissal” (CESD Board Policy EGAAA).

PROCEDURAL STEPS:

1. General Use:
   a. Based on need, each department is assigned department codes and passwords.
   b. Fiscal Services will record copy use of all machines and funds will be transferred from each department or program to cover costs.
   c. Persons unfamiliar with the operation of a copier will obtain training from Maintenance.

2. Personal Use and Non-CESD Business
   a. When using a copy machine for personal purposes, an employee will use the copy code 911.
   b. The charge for non-CESD use will be $.05 per copy. Payment for personal copies will be submitted to Fiscal Services.

3. Copier Supplies
   a. When white paper, toner, or staples are needed for copy machines, staff will contact Maintenance at Ext. 4007.
b. Color paper is a department responsibility and will be ordered from Printing Services.

4. Machine Malfunction

a. Should any copy machine malfunction, contact Maintenance, Ext. 4007.
b. In Maintenance cannot be reached, contact the Printing Services Supervisor, Ext. 4057, who will notify the maintenance company when necessary.