

Guam Community College (GCC)  
Finance & Administration Division  
Administrative Support Services  
Work: 735-5506 FAX: 734-5238

## **Standard Operating Procedure**

for

### **Xerox Copy Services**

#### **1. Purpose:**

The purpose of this Standard Operating Procedure (SOP) is to standardize the copy service requirements of the College, related to operational, instructional, and academic requirements.

#### **2. Scope:**

This SOP is provided as a tool for all employees of the College who are authorized to provide copy services for their respective divisions/departments/offices.

#### **3. Prerequisites:**

All Xerox copy equipment assigned under contract for the College fall under the scope of this SOP. Listing of machine locations are under **Equipment:**

#### **4. Responsibility:**

Overall responsibility for ensuring that the standards identified under this SOP falls under the Administrative Assistant assigned as the Copy Service Representative (CSR) for the College. Responsibility for upkeep, including notification of machine maintenance, and ordering supplies for machines assigned to the different offices is the responsibility of that particular office/department.

#### **5. Access Codes:**

Where machines are located in individual offices, it is required that you assign access codes to prevent unauthorized use. For the two machines located in the Xerox Room of the Administration Building, the CSR will provide access codes to authorized users. Safeguarding of codes will be the users responsibility.

#### **6. Procedure:**

Following is the step required to perform this procedure.

A. All copying can be done at any Xerox copying machine located throughout the campus.

B. All requests for major copy services must be made by properly filling out the copying service request form (See attachment). Samples of major jobs are copying books (when approved) where a "master" copy must first be created which can take considerable time. A considerable number of originals (for example, 50+), where one needs 30+ copies, can be considered "major"). As a minimum, a 24-hour notice must be provided for completion of all major job requests.

### **7. Restrictions:**

Lifting of Copy Rights restrictions is the responsibility of the requestor. In instances where it is not practical to do so, a Dean or Vice President approval is required on the request for copy service form and the CSR will not be held responsible if any violations occur.

A memo of non-availability of books at the GCC Bookstore must be signed by the Bookstore Manager before copying can proceed. Reasonable number of chapters/sections can be copied at one time to allow for books to arrive at the Bookstore.

Students or all others not employed by the College are restricted from using any of the Xerox copier equipment. **EXCEPTION:** Students working as "Work Study's as identified by the Financial Aid Office are authorized to use the machines once they are properly trained by the supervisors they are assigned to.

### **8. Color copying services**

The high cost of color copying is prohibitive. All requests for color copying must be approved by any of the Deans and Vice Presidents, and a copying service request form must be properly filled out. FOAP should be attached for department billings.

### **9. Equipment:**

Xerox copy machines are located at:

Admin Bldg: Xerox Room (2), Rotunda (Fax), Academic Affairs, Mail Room,

Library, Project Aim, A-10 Adult Education, Allied Health,, Teachers Workroom, Student Support, Electronics, Trades, Maintenance, Automotive, Tourism, Room 201, English Workroom.

### **10: Hours of Operation:**

The hours of operation of the Xerox Room located in the Admin Building is 8:00 - 5:00, Monday through Friday. Hours of operation for others is at their discretion.

**Attachment - Copying Service Request**



# COPYING SERVICES REQUEST

DATE: \_\_\_\_\_

Print all information legibly.

TIME: \_\_\_\_\_ AM / PM

Requestor:		Dept/Div.:	
Telephone No.:	Room No.:	FOAP:	
<b>NOTE:</b> REQUESTS FOR COPYING MUST BE <u>APPROVED</u> BY YOUR DEAN OR THE VICE PRESIDENTS. A COPY OF THE APPROVED REQUEST <u>MUST</u> BE FORWARDED TO A/R.			
# Originals (i.e. Bk to Bk = 2 pgs)	Total Colored Copies	Total B/W Copies	Amount (\$)
<input type="checkbox"/> Uncollated	<input type="checkbox"/> 1 Sided - 1 Sided	<input type="checkbox"/> B/W (\$0.05 cents)	<input type="checkbox"/> Colored (\$0.15 cents)
<input type="checkbox"/> Collated, Unstapled	<input type="checkbox"/> 1 Sided - 2 Sided	<input type="checkbox"/> Other : _____	
<input type="checkbox"/> Collated, Stapled	<input type="checkbox"/> 2 Sided - 2 Sided	_____	
<b>JUSTIFICATION</b>			
REVIEWED BY		APPROVED BY	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
Name of Dean / Associate Dean		Signature of Dean / Associate Dean	Carmen K. Santos, V.P. Finance & Admin.
RECEIVED BY	Date & Time Completed (CSO)	Completed by (initial)	Date & Time Recv'd (Requestor) Received by (initial)
Copier Service Operator (CSO)			

Effective: 02/02/18/dcd INFO: All copy requests dropped off will be ready for pickup generally within 24 hours unless request is an extensive amount, requires copying from a book/text, dropped in the afternoon, or delayed due to machine malfunctions.



# COPYING SERVICES REQUEST

DATE: \_\_\_\_\_

Print all information legibly.

TIME: \_\_\_\_\_ AM / PM

Requestor:		Dept/Div.:	
Telephone No.:	Room No.:	FOAP:	
<b>NOTE:</b> REQUESTS FOR COPYING MUST BE <u>APPROVED</u> BY YOUR DEAN OR THE VICE PRESIDENTS. A COPY OF THE APPROVED REQUEST <u>MUST</u> BE FORWARDED TO A/R.			
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<input type="checkbox"/> Collated, Unstapled	<input type="checkbox"/> 1 Sided - 2 Sided	<input type="checkbox"/> Other : _____	
<input type="checkbox"/> Collated, Stapled	<input type="checkbox"/> 2 Sided - 2 Sided	_____	
<b>JUSTIFICATION</b>			
REVIEWED BY		APPROVED BY	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
Name of Dean / Associate Dean		Signature of Dean / Associate Dean	Carmen K. Santos, V.P. Finance & Admin.
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