

SCHOOL OF EDUCATION

Faculty Copy Request Policy

Faculty in the School of Education will be allotted a specific number of copies each semester, based on student enrollment in their courses.

All copy requests must be submitted to copycenter@siu.edu, an account monitored by Dean's Office staff. ***Requests emailed to individual staff members will not be processed.***

REQUIRED INFORMATION

Requests must be submitted **at least one week in advance**, include the following details, and are subject to approval:

- **Purpose of the request**
- **Total number of copies**
- **Black & White or Color**
- **Single-sided or Double-sided**
- **Stapled or Unstapled**

*****Please Note: Requests missing this information will be returned and will not be processed until all necessary information is received.***

IMPORTANT NOTES

- Personal copy requests will not be fulfilled.
- The previous copy request form is no longer in use. All requests must be emailed as described above.
- Copy requests from graduate assistants or teaching assistants must be for instructional use only. Requests for personal or research-related materials will not be processed.
- Once a faculty member's copy limit is reached, no additional copies will be made.
- Faculty are expected to use D2L to distribute course materials digitally.
- The copier in the Dean's Office is for staff use only. Copy services are also available at Morris Library.

Please plan accordingly.

Staff monitoring the Copy Center email have additional responsibilities. Incomplete requests will cause delays and requests sent at short notice may not be fulfilled.