

# SCHOOL OF EDUCATION

## Faculty Copy Request Policy

**Faculty in the School of Education will be allotted a set quantity of copies (20 per student per class) each semester.**

All copy requests must be submitted to [copycenter@siu.edu](mailto: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**

### IMPORTANT NOTES

- Personal copy requests will not be fulfilled.
- We are no longer able to accommodate requests to scan documents.
- The previous copy request form is no longer in use. All requests must be emailed as described above, requests that do not include all of the above information will be returned.
- Copy requests from faculty, graduate assistants, or teaching assistants must be for instructional use or research-related (limited use) only. Requests for personal materials will not be processed.
- Once a faculty member's copy limit is reached, no additional copies will be made. \*Note: Certain items, e.g. math tests may be exempt from this limitation based on the Dean's discretion.
- 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.