

Psychology Department Policy on Photocopying and Printing

The Psychology Department has a fixed expense budget that we must use wisely. A significant percentage of that budget is used for supplies for the copier and printers and to purchase paper. We need a policy for faculty and student photocopying and printing that is budget (and environment) friendly. *Please use double-sided copying and printing as much as possible.*

Faculty Professional Copying:

1. The department will pay for work-related (teaching, research, service) copying and printing.
2. If you have external funding, please try to reimburse the department annually for these expenses.
3. Please be mindful of the copying that is done for instructional purposes. In most cases it is possible to post materials online rather than make copies for students. For example, powerpoint handouts should not be distributed in class but instead posted prior to class.

Graduate Student Copying:

1. Of course all copying related to your TA/GA duties will be covered by the department.
2. The department will also pay for copying of stimuli, questionnaires, consent forms, and other materials directly involved in your data gathering for research.
3. The department will pay for copying of thesis and dissertation proposals and general exam answers that are distributed to faculty members on your committee. Many students and committees have found it works better to simply distribute these materials electronically.
4. For graduate classes, it is expected that most materials will be available online on the course web site. However, if there are any assigned course materials that must be photocopied, this will be considered personal copying and you will be charged \$.05 per page if you use the department copier.
5. Also all articles/chapters, etc. that you may need for class or research purposes will be considered personal copying. You may use the department copier and pay \$.05 per page.

Faculty and Grad Student Personal Copying:

1. Please record the number of pages copied on the sheet in the mailroom.
2. Faculty will be charged for personal copying at the rate of \$.08 per page.
3. Graduate students will be charged for personal copying at the rate of \$.05 per page.

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