Printing and Copying Services

What:

**MATC Printing Services**
(aka known as “the Bindery”)
This is the department that reproduces material for faculty classroom use at the Milwaukee Campus. At the regional campuses, duplication can be done by individual instructors in the campus A/V Department, however, duplication of more than 150 copies should always be sent to Printing Services.

**Services available include:**
1. Printing of course materials such as syllabi, reading assignments, and course assignments
2. Collating into booklets
3. Folding
4. Hole drilling for three ring binders
5. Plastic Comb Binding
6. Padding
7. Color Printing

Materials reproduced in Printing Services can then sold through the Bookstore (see the Bookstore Manager).

Copy Machines

If you have an urgent need to copy materials before class, self-service copy machines are available at each campus Faculty Resource Center. Check with your supervisor for location and procedures. You will need your five-digit department number to utilize this service. The Milwaukee campus Faculty Resource Center offers delivery service of materials for copying to the Bindery.

**Note:** The Faculty Resource Center copiers are limited to 100 total copies (pages). All larger copy jobs should be sent to the Bindery.

How:

If your materials are prepared one week before class, the materials will be delivered in time for that class. Check with your supervisor regarding the pickup and delivery procedure. In addition, the bindery at the Milwaukee Campus (Room M141) will do custom printing, duplicating, and binding when given sufficient lead-time. An evening drop box is available in the main building in Room M141 for after-hours service.

The best reproduction of your materials will result from copy that contains clean, black images on white paper or from an electronic file of your materials. Call Printing Services for information about which electronic file formats can be used. You can submit your electronic files on a 3-1/2" diskette, a zip disk, or a CD, Or you can send/transfer your job electronically via the MATC computer network. (Send to: trotterg@matc.edu).

Please pay strict attention to copyright laws. It is illegal to duplicate copyrighted materials unless you have obtained permission from the copyright owner or the material is exempted under the “fair use” clause. You are personally liable and responsible to follow the guidelines in “Printed Material and the Copyright Law” and “Non-print Media and the Copyright Law” available through your supervisor or the Faculty Resource Center. All published and copyrighted materials must be presented with written approval from the holder of the copyright. You can obtain permission to copy by submitting a written request to the person holding the copyright.
When: If your materials are prepared one week before class, the materials will be delivered in time for that class. Turnaround time for a standard black ink, 8 1/2 x 11 reproduction is two (2) working days. This time may have to be extended during times of heavy usage such as the beginning of each semester. Color, halftone (photographs) or booklet work will require three to five days. Emergency work should be discussed with the Printing Operations staff.

Where: Printing Services Ext. 76334 or 76878 Rm M141