

**UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**  
**DEPARTMENT OF CLASSICS**  
**PHOTOCOPIER, PRINTER, AND FAX POLICIES**

In an effort to cut back on paper use as far as possible, the Department has instituted the following policies and guidelines. The purpose of these policies is two-fold. First, photocopier and printer costs are one of the Department's largest office expenses. The less money we spend on them, the more will be available for other purposes. Secondly, we should all do what we can to reduce unnecessary consumption of resources and the production of waste. Although recycling paper is a huge improvement over simply throwing it away, recycling itself consumes energy and produces waste. We should instead take advantage of available technologies and whenever possible use electronic rather than paper copies of the materials that we need for teaching, research, and administrative purposes. What follows is a list of practical suggestions of ways that you can reduce reliance on paper copies and so limit your use of the photocopier, printer, and fax machine.

### **Best Practices for Reduction of Paper Use**

#### Teaching and Supervising

1. Post all course materials other than quizzes and exams, including syllabi, handouts, study guides, and assignments, in electronic form on your course Sakai site. Students can either download electronic copies to their laptops or, if they prefer hard copy, print them at their own expense. If you want to go through a syllabus with your students on the first day of class, you can project it on the screen rather than providing individual paper copies.
2. There are multiple options for course readings. You can order a course pack, scan them and post them on the course Sakai site, or put them on reserve either in the Ullman Library or through the University Libraries' Course Reserves. Students can make their own scans from items on reserve in Ullman by using the photocopier in Murphey 211; students can scan materials and email the scans to themselves free of charge and without the assistance of the office staff. The University Libraries' Course Reserves is a particularly useful option; you can set up reserves for your course online, library staff can collect and scan materials for you, and print items will be available to your students for more hours of the week than the Ullman Library is open. For further information, see the Libraries' website here: <http://library.unc.edu/support/reserves/faculty/>.
3. Provide feedback on and grade written work other than exams in electronic form. Ask students to submit written work electronically; you can choose any format you prefer, although it should be one readily accessible to students. Most software systems for presenting written work include tools for commenting and marking (e.g., 'Comments' and 'Track Changes' in MS Word) that allow instructors and supervisors to grade and provide feedback on electronic copies. Students can submit their written work either by email or by using the 'dropbox' function in Sakai. Note that this is something you can also do with MA theses and PhD dissertations. In addition to saving paper, electronic feedback has the advantages of being more readily legible and easier to retain.

### Research

4. Rather than photocopying research materials, scan them or use online digital versions.
5. Comment, edit, and proofread your work and that of colleagues, collaborators, and contributors in electronic form rather than print.

### Administration and Service

6. Submit recommendations and referee reports in electronic form rather than print. Obtain an electronic signature that you can insert in letters so that you can avoid having to print and sign hard copy.

### If You Need Hard Copy

7. For all drafts and internal copies, reuse scrap paper. There is a pile near the printer in Murphey 211. Remember to reuse any paper with a blank side; you can keep it for your own use or add it to the common store in 211.
8. For all formal and official uses, print or photocopy double-sided whenever possible.

## **Equipment and Office Supplies Policies**

### Photocopier (Murphey 211)

All members of the Department should have their own copier code. You are allotted 250 copies free of charge annually, from August to July, to be used however you wish. You will be charged for any copies in excess of this 250-copy allotment, faculty at a rate of \$0.08 per copy and graduate students at a rate of \$0.04 per copy. Accounts will be reviewed in October, January, March, May and August. If you have a balance due you will be billed for the previous months at those times.

The Department will cover the cost of printing all tests and quizzes, so that these will not count towards your 250-copy allotment. The staff will maintain a log sheet for tests and quizzes in the office. You will need to bring the original to the office before photocopying and the staff will log the item with the number of copies you are making. If the office is closed, send an email to [lealex@unc.edu](mailto:lealex@unc.edu) immediately after making the copies and attach the document to the email. The email needs to include:

1. the number of copies made, and
2. the date on which you will give the quiz or exam in class;
3. before and after counter numbers will be helpful.

If you end up going over your allotment of copies the staff will consult the log sheet and deduct from your total any copies for quizzes and exams. Please note that it is up to you to ensure that these are entered into the log at the time or emailed before the open of business the next day; you will not be able to add them retroactively.

The Department will also cover the cost of all printing and photocopying for internal departmental business, including handouts for visiting lectures and Tea Talks. If the office staff are not available to handle these printing and copying jobs, please follow the policy for tests and quizzes above.

*Color Copies.* The new copier is capable of printing color copies but access is restricted. If you would like to make a color copy/print, please speak with someone in the office about what you want. If not for business use, each print is \$0.25 regardless of your black/white allotment.

#### Departmental Printers (Murphey 211 and 316 [Ullman Library])

Do not print multiple copies. If you need more than one copy, print and photocopy. Printer toner is much more expensive than photocopy toner.

Log sheets are available beside each printer. Please log ALL pages printed. Indicate the specific purpose for any print job charged to the Department (e.g., 'CLAR 247 exam'). Mark all others as 'personal'. Please write legibly so that you are not charged by mistake.

#### Fax Machine (Murphey 211)

Because the university uses a Voice Over Internet Protocol phone system, we are not charged for calls or faxes and so we do not require that you keep a log. You should be aware of the [Personal Use Policy](#) and not expect your use of telephone and fax to be free from inspection.

#### Department Supplies

The copy paper available in Murphey 211 may be used in any of the printers or in the photocopier. Remember to use scrap paper whenever possible for printing, and to put all reusable paper in the scrap paper pile.

If you happen to use the last of a supply of any product, please let someone in the office know so we can reorder.